

OFFICE OF STATE EMPLOYMENT RELATIONS

DIVISION OF MERIT RECRUITMENT AND SELECTION BULLETIN

Date: February 12, 2012

Locator No: OSER-0299-MRS/SC

Subject: Miscellaneous Classification Plan Changes
(Revised)

Pursuant to s. 230.09, Wis. Stats., the Director of the Office of State Employment Relations (OSER) has approved the following classification plan changes identified in this bulletin. Regardless of the actual notification date, the **effective date is February 12, 2012**, unless otherwise stated.

- 1) *Modify* the **Client Services Specialist** classification specification **effective February 12, 2012**, for the Office of the State Public Defender to update supervision levels. No reallocation notices are necessary to accomplish this classification action. Questions may be directed to Pat Waterman at (608) 266-8149.
- 2) *Modify the specification and change CIC code* for the **Criminal History Records Specialist** classification series **effective February 12, 2012**, for the Department of Justice to edit the specification so that it isn't so narrowly defined and is more amenable to workload and organizational changes and to update the representative positions. No reallocation notices are necessary to accomplish this classification action. Questions may be directed to Pat Waterman at (608) 266-8149.
- 3) *Modify* the **Fire Prevention Coordinator** classification specification **effective February 12, 2012**, for the Department of Safety and Professional Services to reflect the current statutes used by these positions. No reallocation notices are necessary to accomplish this classification action. Questions may be directed to Pat Waterman at (608) 266-8149.
- 4) *Modify* the **Grain Sampling Technician, Grain Weighing Technician and Grain Inspector** classification specifications **effective February 12, 2012**, for the Department of Agriculture, Trade and Consumer Protection to reflect the current division title, confirm the definition statement of work performed based on DATCP Division management review; and to identify movement from the Grain Sampling Tech to the Grain Weighing Tech to the Grain Inspector by reclassification due to the required training time and USDA license requirements. No reallocation notices are necessary to accomplish this classification action. Questions may be directed to Chelsea Daley at (608) 267-5165.
- 5) *Modify and change CIC code* for the **Human Resources Program Officer** classification specification **effective February 12, 2012**, to remove the term "major" from the Allocation #3 definition for the University positions and to update the representative positions for the Department of Corrections. The affected agencies will process all necessary reallocation notices. Questions may be directed to Pat Waterman at (608) 266-8149.
- 6) *Change FLSA designation* for the **Revenue Economist-Confidential** classification **effective February 12, 2012**, for the Department of Revenue to correct an error with the initial assignment of the FLSA for this classification as Non-exempt rather than Mixed. No reallocation notices are necessary to accomplish this classification action. Questions may be directed to Pat Waterman at (608) 266-8149.

Internet Availability: The target date for the availability of classification specifications from this bulletin on the OSER website is February 17, 2012. This is the only notification DMRS will be providing, so please share this information with appropriate agency staff. Any questions regarding the availability of these documents on OSER's website should be directed to Jan Mason at (608) 266-2156.

Alphabetical Listing of Classifications: The Alphabetical Listing of Classifications (Alpha List) is also available on the OSER website at <http://oser.state.wi.us/docview.asp?docid=1425>. The Alpha List is updated monthly after classification plan changes are implemented. The date of the last update is listed at the top of the document. Please contact Pat Waterman at (608) 266-8149 if you have any questions about information contained in the Alpha List.



Greg Gracz, Director
Office of State Employment Relations

Classification					FLSA			
Class Code	Pay Range	Unit Code	EEO Cat.	FLSA	LTE Code	Job Group	CIC Code	

MODIFY

1)	Client Services Specialist-Entry	50671	12-04	12	2	N	N	112	202
	Client Services Specialist-Objective	50672	12-05	12	2	N	N	112	202
	Client Services Specialist-Senior	50673	12-07	12	2	N	N	112	202
3)	Fire Prevention Coordinator	73690	05-16	05	4	M	N	025	375
4)	Grain Sampling Technician	71400	06-08	06	3	N	N	283	604
	Grain Weighing Technician	71460	06-09	06	3	N	N	283	604
	Grain Inspector	70562	06-10	06	3	N	N	293	601

Classification					FLSA			Old	New
Class Code	Pay Range	Unit Code	EEO Cat.	FLSA	LTE Code	Job Group	CIC Code	CIC Code	

MODIFY AND CHANGE CIC CODE

2)	Criminal History Records Specialist	18801	02-08	02	6	N	N	187	526	542
	Criminal History Records Specialist-Senior	18802	02-09	02	6	N	N	187	526	542
	Criminal History Records Specialist-Advanced	18803	02-10	02	6	N	N	187	526	542
5)	Human Resources Program Officer	10810	81-02	99	2	E	N	020	062	013

CHANGE FLSA DESIGNATION

6)	Revenue Economist-Confidential								
OLD	54161	81-04	99	2	N	N	044	180	
NEW	54161	81-04	99	2	M	N	044	180	

Note: Agencies are reminded to record relevant changes in the Job Group Listings distributed by the Division of Affirmative Action.