State of Wisconsin

OFFICE OF STATE EMPLOYMENT RELATIONS

DIVISION OF MERIT RECRUITMENT AND SELECTION BULLETIN

Date:	June 17, 2012	**Subject:**	Miscellaneous Classification Plan Changes; Implementation of the Payroll and Benefits Personnel Management Survey; Pay Range Reassignment and EEO Code Changes for a Pay Schedule 08 Classification
Locator No:	OSER-0309-MRS/SC		

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 June 17, 2012,** unless otherwise stated.

1) *Abolish* **DOT Program Supervisor** classification specification and *Modify* the **DOT Supervisor** classification specification for the Department of Transportation. This action is to consolidate the classifications **and** to better define the work being performed. DOT will process all reallocation notices necessary to accomplish this classification action. Questions may be directed to Pat Waterman at (608) 266-8149.

2) *Abolish* **Payroll and Benefits Specialist 1-5 classification series,** the **Payroll and Benefits Specialist-Confidential** and **Advanced-Confidential** classifications and *Create* the **Payroll and Benefits Specialist** and **Payroll and Benefits Specialist-Advanced** classifications as a result of a Personnel Management Survey which was accomplished to simplify the classification system for this occupational area. Payroll & Benefit employees will not receive increases (unless adjusted to the new minimum) for the pay range reassignments. Agencies will process all necessary reallocation notices. Questions may be directed to Pat Waterman at (608) 266-8149.

3) *Create* **Institution Treatment Director - Chapter 980** classification to identify the position at Sand Ridge Secure Treatment Center which organizes, develops and administers the Sexually Violent Person sex offender treatment programs. The position performs functions that can be carried out only by individuals who meet the qualifications of a treating professional. No reallocation notices are necessary to accomplish this classification action. Questions may be directed to Pat Waterman at (608) 266-8149.

4) *Modify* and *Change Job Group and CIC Code* for the **Executive Budget and Finance Program Specialist** classification specification for the Department of Administration's Division of Executive Budget and Finance to update the duties in the definitions section with language that reflects technology and process changes and include additional operational and administrative duties. No reallocation notices are necessary to accomplish this classification action. Questions may be directed to Dianna McNall at (608)266-8232.

5) *Modify* and *Reassign the Pay Ranges* for the **Loan Analyst** classification specification for the Board of Commissioners of Public Lands to update the description of duties and remove the Department of Veteran Affairs allocation. The pay range is reassigned because many of the administrative duties were removed and this specification is now more aligned with the Economist-Advanced and Research Analyst-Senior classifications. Reallocations will be processed by DOA Central payroll. Questions may be directed to Chelsea Daley at (608) 267-5165.

6) *Modify* and *Change EEO Code* for the **Revenue Agent** classification series effective **June 3, 2012**, for the Department of Revenue, by updating the specification to reflect the addition of the advanced work at the 4 level, modifying the level 3 definition and changing the EEO category from Protective Services to Professionals. No reallocation notices are necessary. 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 June 22, 2012. This is the only notification DMRS will be providing, so please share this information with appropriate agency staff. Any questions should be directed to Pat Waterman at (608) 266-8149.

Alphabetical Listing of Classifications: The Alphabetical Listing of Classifications (Alpha List) is also available on the OSER website. 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	Class Code	Pay Range	Unit Code	EEO Cat.	FLSA	FLSA LTE Code	Job Group	CIC Code
ABOLISH								
1) DOT Program Supervisor	23120	81-03	16	2	E	N	019	071
2) Payroll and Benefits Specialist 1	21301	02-09	02	6	N	N	202	514
Payroll and Benefits Specialist 2	21302	02-11	02	6	N	N	202	514
Payroll and Benefits Specialist 3	21303	02-12	02	6	N	N	202	514
Payroll and Benefits Specialist 4	21304	02-13	02	5	N	N	202	514
Payroll and Benefits Specialist 5	21305	02-14	02	5	N	N	202	514
Payroll and Benefits Specialist-Confidential	21310	81-05	97	5	N	N	202	514
Payroll and Benefits Specialist Advanced-Confidential	21410	81-04	97	5	N	N	202	514
CREATE								
3) Institution Treatment Director- Chapter 980	52350	81-01	19	1	E	N	111	035
2) Payroll and Benefits Specialist	21311	81-05	97	5	N	N	202	514
Payroll and Benefits Specialist-Advanced	21312	81-04	97	5	N	N	202	514
MODIFY								
1) DOT Supervisor	07980	81-03	17	2	E	N	019	071
MODIFY AND CHANGE CIC CODE & JOB GROUP								
4) Executive Budget and Finance Program Specialist								
OLD	19110	81-04	97	6	N	N	019	082
NEW	19110	81-04	97	6	N	N	**202**	**095**

Classification	Class Code	Old Pay Range	New Pay Range	Unit Code	EEO Cat.	FLSA	FLSA LTE Code	Job Group	CIC Code
MODIFY AND REASSIGN PAY RANGE									
5) Loan Analyst	50160	08-04	**08-03**	8	2	E	N	019	091

Classification	Class Code	Old Pay Range	Unit Code	Old EEO Cat.	New EEO Cat.	FLSA	FLSA LTE Code	Job Group	CIC Code
MODIFY AND EEO CODE CHANGE									
6) Revenue Agent	67571	07-04	7	4	**2**	N	N	016	093
Revenue Agent 3	67572	07-03	7	4	**2**	N	N	016	093
Revenue Agent 4	67573	07-03	7	4	**2**	E	N	016	093

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