State of Wisconsin

OFFICE OF STATE EMPLOYMENT RELATIONS

DIVISION OF MERIT RECRUITMENT AND SELECTION BULLETIN

Date:	August 12, 2012	**Subject:**	Miscellaneous Classification Plan Changes.
Locator No:	OSER-0310-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 August 12, 2012,** unless otherwise stated.

1) *Abolish* the **Offender Records Assistant Supervisor** classification specification for the Department of Corrections. There are no employees in this classification and no expectation of using this classification. No reallocation notices will be necessary to accomplish this classification action. Questions may be directed to Chelsea Daley at 608-267-5165.

2) *Modify* the **Administrative Policy Advisor** classification specification for the Department of Administration by updating the inclusion and definition language to allow agencies to have additional positions if the reporting relationship is different and in accordance with the specification. No reallocation notices will be necessary to accomplish this classification action. Questions may be directed to Chelsea Daley at 608-267-5165.

3) *Modify the specification, change AA codes and Reassign Pay Range* for the **Detention Facilities Specialist** classification specification for the Department of Corrections. The classification was modified to reflect the authority, comprehensive responsibilities and location of these positions within the department. The community of interest is more aligned with the professional schedule of 07. The Department of Corrections will process all necessary reallocations necessary to accomplish this classification action. Questions may be directed to Chelsea Daley at 608-267-5165.

4) *Modify* the **Education Program Specialist** classification specification to add the Department of Health Services to the list of agencies that use the classification. No reallocation notices will be necessary to accomplish this classification action. Questions may be directed to Pat Waterman at (608) 266-8149.

5) *Modify* the **Revenue Field Auditor** classification series for the Department of Revenue to reflect the addition of District Computer Audit Specialist positions and to modify the language of the current Computer Audit Specialist allocations. No reallocation notices will be 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 August 17, 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 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	Class Code	Pay Range	Unit Code	EEO Cat.	FLSA	FLSA LTE Code	Job Group	CIC Code
ABOLISH								
1) Offender Records Assistant Supervisor	18720	81-05	16	6	E	N	187	500
MODIFY								
2) Administrative Policy Advisor	11510	81-03	99	2	E	N	019	071
MODIFY SPECIFICATION, CHANGE AA CODES & REASSIGN PAY RANGE								
3) Detention Facilities Specialist								
Old	74560	05-17	5	4	E	N	025	666
New	74560	**07-03**	**7**	**2**	E	N	025	666
MODIFY								
4) Education Program Specialist	59960	13-03	13	2	E	N	106	255
5) Revenue Field Auditor	01571	07-04	07	2	E	N	016	080
Revenue Field Auditor 4	01574	07-03	07	2	E	N	016	080
Revenue Field Auditor 5	01575	07-03	07	2	E	N	016	080
Revenue Field Auditor 6	01576	07-02	07	2	E	N	016	080
Revenue Field Auditor 7	01577	07-02	07	2	E	N	016	080
Revenue Field Auditor 8	01578	07-02	07	2	E	N	016	080

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