

# OFFICE OF STATE EMPLOYMENT RELATIONS

## DIVISION OF MERIT RECRUITMENT AND SELECTION BULLETIN

**Date:** November 3, 2013

**Subject:** Miscellaneous Classification Plan Changes

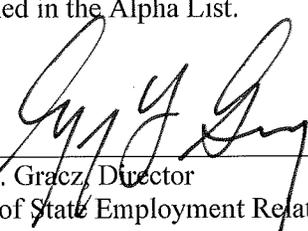
**Locator No:** OSER-0344-MRS/SC

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 November 3, 2013**, unless otherwise stated.

- 1) *Create* the **Unclaimed Property Representative** classification series effective **October 20, 2013** for the Department of Revenue to describe positions which perform paraprofessional work that requires specialized knowledge of the unclaimed program administered by the DOR. The DOR will process all necessary reallocations notices. Questions may be directed to Chelsea Daley at (608) 267-5165.
- 2) *Modify* the **Criminal History Records Specialist** classification series for the Department of Justice to include classification options for movement to the Advanced level in the Criminal Records Unit. No reallocation notices are necessary to accomplish this classification transaction. Questions may be directed to Kristina Thole at (608) 266-8434.
- 3) *Modify* the **University Grants and Contracts Specialist** classification series for the University of Wisconsin to update the definition language at the Senior level to include the Office of Extramural Support at UW-Extension. No reallocations notices will be necessary to accomplish this classification transaction. Questions may be directed to Chelsea Daley at (608) 267-5165.

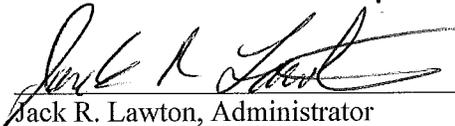
**Internet Availability:** The target date for the availability of classification specifications from this bulletin on the OSER website is November 8, 2013. This is the only notification DMRS will be providing, so please share this information with appropriate agency staff. Any questions should be directed to Dianna McNall at (608) 266-8232.

**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 Dianna McNall at (608) 266-8232 if you have any questions about information contained in the Alpha List.



---

Greg L. Gracz, Director  
Office of State Employment Relations



---

Jack R. Lawton, Administrator  
Division of Merit Recruitment and Selection  
Wisconsin Office of State Employment Relations

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

**CREATE**

1)	Unclaimed Property Representative							
	23601	02-11	2	5	N	N	187	525
	Unclaimed Property Representative-Senior							
	23602	02-12	2	5	N	N	187	525

**MODIFY**

2)	Criminal History Records Specialist							
	18801	02-08	2	6	N	N	187	542
	Criminal History Records Specialist-Senior							
	18802	02-09	2	6	N	N	187	542
	Criminal History Records Specialist-Advanced							
	18803	02-10	2	6	N	N	187	542
3)	University Grants and Contracts Specialist							
	04401	07-04	7	2	M	N	019	073
	University Grants and Contracts Specialist-Senior							
	04402	07-03	7	2	E	N	019	073

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