

OFFICE OF STATE EMPLOYMENT RELATIONS

DIVISION OF MERIT RECRUITMENT AND SELECTION BULLETIN

Date: December 15, 2013

Locator No: OSER-0348-MRS/SC

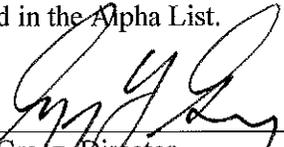
Subject: Miscellaneous Classification Plan Changes and Implementation of the Records/Forms Management Specialist Personnel Management Survey.

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 December 15, 2013**, unless otherwise stated.

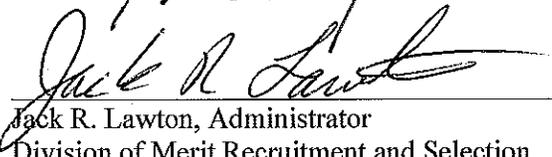
- 1) *Abolish* the **Records/Forms Management Specialist-Senior** classification and retitle to the **Records/Forms Management Specialist-Advanced** and *Modify* the **Records/Forms Management Specialist** (RFMS) classification series by updating the definition level to recognize advanced level positions that function as Records Management Officers and to realign the duties and responsibilities of the positions in this classification. The affected agencies will process all necessary reallocation notices to accomplish this classification action. Questions may be directed to Dianna McNall at (608) 266-8232.
- 2) *Create* the **Executive Director, Child Abuse & Neglect Prevention Board** classification for the Department of Children and Families to describe the Executive Director position in the Child Abuse and Neglect Prevention Board. No reallocation notices are necessary to accomplish the classification action. Questions may be directed to Dianna McNall at (608) 266-8232.
- 3) *Create* the **Records Program Associate** classification series as a result of Records/Forms Management Specialist Personnel Management Survey. This classification is created to differentiate positions that directly provide paraprofessional support to records/forms programs from RFMS positions that manage records/forms programs. The affected agencies will process all necessary reallocation notices to accomplish this classification action. Questions may be directed to Lynn Kirsch at (608) 266-2705.
- 4) *Modify* **Unemployment Benefit Specialist** classification series for the Department of Workforce Development to allow flexibility for employees to remain at an objective level or progress to the next level upon meeting the federal performance standards. Further modifications were to provide examples of types of work processed and amount of supervision required at different levels. No reallocation notices are necessary to accomplish this classification action. Questions may be directed to Kristina Thole at (608) 266-8434.
- 5) *Modify* **Veterinarian Specialist** classification series for the Department of Agriculture, Trade and Consumer Protection and the WI Veterinary Diagnostic Lab to remove specialized higher education requirements at the Senior and Advanced levels. This modification was to address programmatic positions at DATCP and also updates the classification specification to account for the movement of the diagnostic lab to the UW in 2000. No reallocation notices are necessary to accomplish this classification action. Questions may be directed to Nicole Rute at (608) 267-1019.

Internet Availability: The target date for the availability of classification specifications from this bulletin on the OSER website is December 20, 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		Job Group	CIC Code
Class Code	Pay Range	Unit Code	EEO Cat.	FLSA	LTE Code			

ABOLISH

1) Records/Forms Management Specialist-Senior
5762 07-03 07 2 M N 019 542

CREATE

2) Executive Director, Child Abuse & Neglect Prevention Board
50550 81-02 19 1 E N 003 042

3) Records Program Associate
23901 02-11 02 6 N N 187 542
Records Program Associate - Advanced
23902 02-12 02 6 N N 187 542

MODIFY

1) Records/Forms Management Specialist-Advanced
5763 07-03 07 2 M N 019 542

4) Unemployment Benefit Specialist 1
48401 12-05 12 2 M N 226 525
Unemployment Benefit Specialist 2
48402 12-06 12 2 M N 226 525
Unemployment Benefit Specialist 3
48403 12-07 12 2 M N 226 525
Unemployment Benefit Specialist 4
48404 12-08 12 2 M N 226 525

5) Veterinarian Specialist - Objective
33261 15-03 15 2 E N 057 325
Veterinarian Specialist - Advanced
33262 15-03 15 2 E N 057 325

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