State of Wisconsin

OFFICE OF STATE EMPLOYMENT RELATIONS

DIVISION OF MERIT RECRUITMENT AND SELECTION BULLETIN

Date:	March 09, 2014	**Subject:**	Miscellaneous Classification Plan Changes
Locator No:	OSER-0359-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 March 9, 2014,** unless otherwise stated.

1) *Create* the **Assistant Attorney General- Management** classification level, **effective February 23, 2014**, for the Department of Justice. This classification specification was updated to add the Assistant Attorney General Management classification. No reallocation notices are necessary to accomplish this classification action. Questions may be directed to Kristina Thole at (608) 266-8434.

2) *Create* the **Assistant Director, Museum** classification specification, **effective February 23, 2014**, to describe the single position which functions as the Assistant Director of the Wisconsin State Historical Society Museum. No reallocation notices are necessary to accomplish this classification action. Questions may be directed to Lynn Kirsch at (608) 266-2705.

3) *Create* the **Vocational Rehabilitation Counselor-Advanced** classification level for the Department of Workforce Development, to address the advanced nature of the work being performed within the Division. No reallocation notices will be necessary to accomplish this classification action. Questions may be directed to Kristina Thole at (608) 266-8434.

4) *Modify* the **CADD Specialist-Senior** classification, **effective February 23, 2014**, to include positions that update, reconcile, and maintain space data and space utilization diagrams at the Department of Administration. No reallocations notices are necessary to accomplish this classification action. Questions may be directed to Chelsea Daley at (608) 267-5165.

5) *Modify* the **Property Assessment Technician 1, 2 & 3** specifications for the Department of Revenue to combine into a three level classification series to update the definition language and realign the duties and responsibilities of the positions in this classification series. No reallocation notices are necessary to accomplish the classification action. Questions may be directed to Dianna McNall at (608) 266-8232.

6) *Change FLSA LTE Categorization and EEO Code* for the **State Fair Park Staff** unclassified classification from Mixed to Exempt based on the Exemption for Seasonal Amusement or Recreational Establishments under the Fair Labor Standards Act (FLSA), section 13(a)(3). Affected Agencies will notify the employees of the change. Questions may be directed to Chelsea Daley at (608) 267-5165.

7) *Change FLSA LTE Categorization and EEO Code* for the **State Fair Park Special Events Assistant 1, 2, 3 & 4** unclassified classifications from Mixed to Exempt based on the Exemption for Seasonal Amusement or Recreational Establishments under the Fair Labor Standards Act (FLSA), section 13(a) (3). Affected Agencies will notify the employees of the change. Questions may be directed to Chelsea Daley at (608) 267-5165.

8) *Change FLSA LTE Categorization and EEO Code* for the **State Fair Park Craftsworker** unclassified classification from Mixed to Exempt based on the Exemption for Seasonal Amusement or Recreational Establishments under the Fair Labor Standards Act (FLSA), section 13(a)(3). Affected Agencies will notify the employees of the change. Questions may be directed to Chelsea Daley at (608) 267-5165.

9) *Change FLSA Permanent and LTE Categorization* for the **Unclassified Stenographer Constitutional Officer** classification from Mixed to Exempt to align better with duties and responsibilities. Affected Agencies will notify the employees of the change. 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 March 14, 2014. 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	Class Code	Pay Range	Unit Code	EEO Cat.	FLSA	FLSA LTE Code	Job Group	CIC Code
CREATE								
1) Assistant Attorney General - Management	30240	71-02	19	2	E	E	119	210
2) Assistant Director, Museum	63630	81-03	17	2	E	N	016	500
3) Vocational Rehabilitation Counselor-Advanced	49164	12-09	12	2	E	N	112	200
MODIFY								
4) CADD Specialist-Senior	25202	14-14	14	3	N	N	140	154
5) Property Assessment Technician 1	01201	06-11	06	5	N	N	159	081
Property Assessment Technician 2	01202	06-12	06	5	N	N	159	081
Property Assessment Technician 3	01203	06-13	06	5	N	N	159	081
CHANGE FLSA LTE CATEGORIZATION & EEO CODE								
6) State Fair Park Staff								
OLD	97500	01-00	99	2	M	N	000	000
NEW	97500	01-00	99	**8**	M	**E**	000	000
7) State Fair Park Special Events Assistant 1								
OLD	97501	01-00	99	2	M	N	000	000
NEW	97501	01-00	99	**8**	M	**E**	000	000
State Fair Park Special Events Assistant 2								
OLD	97502	01-00	99	2	M	N	000	000
NEW	97502	01-00	99	**8**	M	**E**	000	000
State Fair Park Special Events Assistant 3								
OLD	97503	01-00	99	2	M	N	000	000
NEW	97503	01-00	99	**8**	M	**E**	000	000
State Fair Park Special Events Assistant 4								
OLD	97504	01-00	99	2	M	N	000	000
NEW	97504	01-00	99	**8**	M	**E**	000	000
8) State Fair Park Craftsworker								
OLD	97510	01-00	99	2	M	N	000	000
NEW	97510	01-00	99	**8**	M	**E**	000	000

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

CHANGE FLSA PERMANENT AND EEO CODE

9) Unclassified Stenographer Constitutional Officer

OLD	97400	01-00	99	6	M	N	000	000
NEW	97400	01-00	99	6	**E**	**E**	000	000

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