

OFFICE OF STATE EMPLOYMENT RELATIONS

DIVISION OF MERIT RECRUITMENT AND SELECTION BULLETIN

Date: July 13, 2014

Subject: Miscellaneous Classification Plan Changes

Locator No: OSER-0370-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 July 13, 2014**, unless otherwise stated.

The *Job Group Underutilization Project* was implemented which includes revisions to Job groups and EEO-1 categories in order to be consistent with the federal government job group workforce data. The Division of Affirmative Action has published the revised Job Group and EEO Codes per classification on the OSER website at <http://oser.state.wi.us/docview.asp?docid=7768>. Please contact Eric Barber at (608) 266-6475 if you have any questions about information contained in this List.

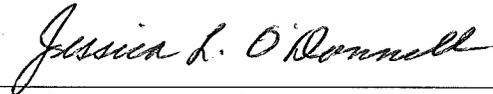
- 1) *Create* the Natural Resources Customer Service Representative to add the entry level to address the organizational needs and allow for advancement within the classification series. *Modify* the **Natural Resources Customer Service-Senior** classification for the Department of Natural Resources to retile the classification specification to the class series. No reallocation notices are necessary to accomplish this classification action. Questions may be directed to Dianna McNall at (608) 266-8232.
- 2) *Create* **State Patrol Lieutenant Colonel** classification for the Department of Transportation to better define and clearly delineate the chain of command within the WI State Patrol particularly significant for Incident Command. The affected agency will process any necessary reallocation notices. Questions may be directed to Diane Lund (608) 267-0344.
- 3) *Modify* the **State Patrol Major** classification for the Department of Transportation to account for changing the organizational structure at the Division of State Patrol, to generalize functions assigned to each bureau. No reallocation notices will be necessary to accomplish this classification action. Questions may be directed to Diane Lund (608) 267-0344.
- 4) *Modify* the **University Executive Staff Assistant** classification for the University of Wisconsin System Administration to include positions that provide executive support to the Senior Associate Vice President, Associate Vice President, Chief Audit Executive or Vice Chancellor regardless of Provost status. The affected agency will process any necessary reallocation notices. Questions may be directed to Chelsea Daley (608) 267-5165.

Internet Availability: The target date for the availability of classification specifications from this bulletin on the OSER website is July 18, 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 Peter Flood 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 Peter Flood at (608) 266-8149 if you have any questions about information contained in the Alpha List.



Greg L. Gracz, Director
Office of State Employment Relations



Jessica L. O'Donnell, Acting Administrator
Division of Merit Recruitment and Selection
Deputy Director, Office of State Employment Relations

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

CREATE

| | | | | | | | | |
|----|---|-------|-------|----|---|---|---|-----|
| 1) | Natural Resources Customer Service Representative | 23101 | 02-10 | 02 | 6 | N | N | 195 |
| 2) | State Patrol Lieutenant Colonel | 65990 | 81-01 | 19 | 1 | E | N | 001 |

MODIFY

| | | | | | | | | |
|----|--|-------|-------|----|---|---|---|-----|
| 1) | Natural Resources Customer Service Representative-Senior | 23102 | 02-12 | 02 | 6 | N | N | 195 |
| 3) | State Patrol Major | 65950 | 81-01 | 19 | 1 | E | N | 001 |
| 4) | University Executive Staff Assistant | 07010 | 81-04 | 97 | 5 | M | N | 195 |

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