State of Wisconsin

OFFICE OF STATE EMPLOYMENT RELATIONS

DIVISION OF MERIT RECRUITMENT AND SELECTION BULLETIN

Date:	September 7, 2014	**Subject:**	Miscellaneous Classification Plan Changes.
Locator No:	OSER-0375-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 September 7, 2014,** unless otherwise stated.

1) *Modify* the **Aviation Consultant** classification for the Department of Transportation. This class specification has been modified in order to better define the duties and responsibilities of this classification. Affected agencies will process any necessary reallocations. Questions may be directed to Peter Flood at 608-266-8149.

2) *Modify* the **Vital Records Program Specialist** classification for the Department of Health Services. This class specification has been modified due to Vital Records implementing a statewide IT system for all business partners around the state that will replace mailing and manual data entry. The change in the IT system requires multiple positions to be able to work around the state with all business entities to maintain an acceptable system and can no longer be completed by one position. There are no reallocations necessary for the classification action. Questions may be directed to Shari Nevel at 608-266-7569.

Internet Availability: The target date for the availability of classification specifications from this bulletin on the OSER website is September 12, 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

Lynda Hanold, Administrator
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Classification	Class Code	Pay Range	Unit Code	EEO Cat.	FLSA	FLSA LTE Code	Job Group
MODIFY							
1) Aviation Consultant	25040	81-03	18	2	E	N	301
2) Vital Records Program Specialist	05800	07-03	07	2	E	N	019

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