

# OFFICE OF STATE EMPLOYMENT RELATIONS

## DIVISION OF COMPENSATION AND LABOR RELATIONS

**Date:** April 5, 2015

**Subject:** Miscellaneous Classification Plan Changes

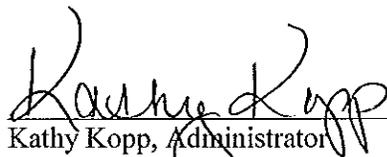
**Locator No:** OSER-0388-CC/SC

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 April 5, 2015, unless otherwise stated.

- 1) *Abolish* the **Forms Technician** classification as this classification specification is no longer utilized by any state agency, and no future use is planned. There are no reallocations necessary for this classification action. Questions may be directed to Dianna McNall at (608) 266-8232.
- 2) *Abolish* the **Regulation and Licensing Program Supervisor** classification as this classification specification is no longer utilized, and all the remaining duties described have been included in an alternative classification specification. There are no reallocations necessary for this classification action. Questions may be directed to Dianna McNall at (608) 266-8232.
- 3) *Modify* the **Revenue Management Supervisor** classification, effective February 20<sup>th</sup>, 2015, for the Department of Revenue to remove the individually allocated positions to allow for more program flexibility and to add representative positions to the classification specification. There are no reallocations necessary for this classification action. Questions may be directed to Peter Flood at (608) 266-8149.
- 4) *Modify* the **Vocational Rehabilitation Counselor** classification series, for the Department of Workforce Development, to update the certification requirements for the Licensed Professional Counselor in the special requirements and to update the definition language to better reflect the business needs of the agency. There are no reallocations necessary for this classification action. Questions may be directed to Dianna McNall at (608) 266-8232.
- 5) *Modify* the **Vocational Rehabilitation Counselor-In Training** classification, for the Department of Workforce Development, to update the certification requirements for the Licensed Professional Counselor in the special requirements and to update the definition language to better reflect the business needs of the agency. There are no reallocations necessary for this classification action. Questions may be directed to Dianna McNall at (608) 266-8232.

**Internet Availability:** The target date for the availability of classification specifications from this bulletin on the OSER website is April 10, 2015. This is the only notification DCLR 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.



Kathy Kopp, Administrator  
Division of Compensation and Labor Relations  
Office of State Employment Relations

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

**ABOLISH**

- |    |  |       |    |   |   |   |     |
|----|--|-------|----|---|---|---|-----|
| 1) | Forms Technician<br>13800                            | 06-12 | 06 | 3 | N | N | 195 |
| 2) | Regulation and Licensing Program Supervisor<br>74120 | 81-03 | 17 | 2 | E | N | 025 |

**MODIFY**

- |    |  |       |    |   |   |   |     |
|----|--|-------|----|---|---|---|-----|
| 3) | Revenue Management Supervisor<br>01530                   | 81-02 | 98 | 1 | E | N | 002 |
| 4) | Vocational Rehabilitation Counselor<br>49160             | 12-63 | 12 | 2 | E | N | 112 |
|    | Vocational Rehabilitation Counselor-Advanced<br>49164    | 12-63 | 12 | 2 | E | N | 112 |
| 5) | Vocational Rehabilitation Councilor-In Training<br>49161 | 12-64 | 12 | 2 | N | N | 112 |

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