

# DOA – DIVISION OF PERSONNEL MANAGEMENT

## COMPENSATION AND LABOR RELATIONS BULLETIN

**Date:** September 06, 2015

**Locator No:** DPM-0407-CC/SC

**Subject:** Miscellaneous Classification Plan Changes,  
Abolishment of former UW-System  
Administration classification titles.

Pursuant to s. 230.09, Wis. Stats., the Administrator of the Division of Personnel Management (DPM) has approved the classification plan changes identified in this bulletin. Regardless of the actual notification date, the **effective date is September 6, 2015**, unless otherwise stated.

- 1) *Abolish* the **Court Liaison 1 and 2** classification series as it is no longer used 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 **University Benefit Program Analyst** classification as it is no longer used by any state agency with the separation of the University of Wisconsin System Administration from the state personnel system administered under Chap 230, Wis. Stats. There are no reallocations necessary for this classification action. Questions may be directed to Peter Flood at (608) 266-8149.
- 3) *Abolish* the **University Benefit Specialist** classification as it is no longer used by any state agency with the separation of the University of Wisconsin System Administration from the state personnel system administered under Chap 230, Wis. Stats. There are no reallocations necessary for this classification action. Questions may be directed to Peter Flood at (608) 266-8149.
- 4) *Abolish* the **University Business Specialist** classification as it is no longer used by any state agency with the separation of the University of Wisconsin System Administration from the state personnel system administered under Chap 230, Wis. Stats. There are no reallocations necessary for this classification action. Questions may be directed to Peter Flood at (608) 266-8149.
- 5) *Abolish* the **University Business Specialist-Confidential** and **University Business Specialist Supervisor** classification as it is no longer used by any state agency with the separation of the University of Wisconsin System Administration from the state personnel system administered under Chap 230, Wis. Stats. There are no reallocations necessary for this classification action. Questions may be directed to Peter Flood at (608) 266-8149.
- 6) *Abolish* the **University Conference Coordinator** classification as it is no longer used by any state agency with the separation of the University of Wisconsin System Administration from the state personnel system administered under Chap 230, Wis. Stats. There are no reallocations necessary for this classification action. Questions may be directed to Peter Flood at (608) 266-8149.
- 7) *Abolish* the **University Conference Coordinator Supervisor** classification as it is no longer used by any state agency with the separation of the University of Wisconsin System Administration from the state personnel system administered under Chap 230, Wis. Stats. There are no reallocations necessary for this classification action. Questions may be directed to Peter Flood at (608) 266-8149.
- 8) *Abolish* the **University Executive Staff Assistant** classification as it is no longer used by any state agency with the separation of the University of Wisconsin System Administration from the state personnel system administered under Chap 230, Wis. Stats. There are no reallocations necessary for this classification action. Questions may be directed to Peter Flood at (608) 266-8149.
- 9) *Abolish* the **University Grants and Contracts Specialist** classification series as it is no longer used by any state agency with the separation of the University of Wisconsin System Administration from the state personnel system

administered under Chap 230, Wis. Stats. There are no reallocations necessary for this classification action. Questions may be directed to Peter Flood at (608) 266-8149.

- 10) *Abolish* the **University Services Associate** classification series as it is no longer used by any state agency with the separation of the University of Wisconsin System Administration from the state personnel system administered under Chap 230, Wis. Stats. There are no reallocations necessary for this classification action. Questions may be directed to Peter Flood at (608) 266-8149.
- 11) *Abolish* the **University Services Program Associate** classification series as it is no longer used by any state agency with the separation of the University of Wisconsin System Administration from the state personnel system administered under Chap 230, Wis. Stats. There are no reallocations necessary for this classification action. Questions may be directed to Peter Flood at (608) 266-8149.
- 12) *Abolish* the **UW Administrative Program Supervisor** classification as it is no longer used by any state agency with the separation of the University of Wisconsin System Administration from the state personnel system administered under Chap 230, Wis. Stats. There are no reallocations necessary for this classification action. Questions may be directed to Peter Flood at (608) 266-8149.
- 13) *Abolish* the **UW Agriculture Supervisor** classification as it is no longer used by any state agency with the separation of the University of Wisconsin System Administration from the state personnel system administered under Chap 230, Wis. Stats. There are no reallocations necessary for this classification action. Questions may be directed to Peter Flood at (608) 266-8149.
- 14) *Abolish* the **UW Athletics Program Specialist** classification as it is no longer used by any state agency with the separation of the University of Wisconsin System Administration from the state personnel system administered under Chap 230, Wis. Stats. There are no reallocations necessary for this classification action. Questions may be directed to Peter Flood at (608) 266-8149.
- 15) *Abolish* the **UW Athletics Program Specialist -Confidential** and **UW Athletics Program Specialist Supervisor** classification as it is no longer used by any state agency with the separation of the University of Wisconsin System Administration from the state personnel system administered under Chap 230, Wis. Stats. There are no reallocations necessary for this classification action. Questions may be directed to Peter Flood at (608) 266-8149.
- 16) *Abolish* the **UW Extension Mail Technician** classification as it is no longer used by any state agency with the separation of the University of Wisconsin System Administration from the state personnel system administered under Chap 230, Wis. Stats. There are no reallocations necessary for this classification action. Questions may be directed to Peter Flood at (608) 266-8149.
- 17) *Abolish* the **UW Human Resources Manager** classification series as it is no longer used by any state agency with the separation of the University of Wisconsin System Administration from the state personnel system administered under Chap 230, Wis. Stats. There are no reallocations necessary for this classification action. Questions may be directed to Peter Flood at (608) 266-8149.
- 18) *Abolish* the **UW IS Customer Sales Technician** classification series as it is no longer used by any state agency with the separation of the University of Wisconsin System Administration from the state personnel system administered under Chap 230, Wis. Stats. There are no reallocations necessary for this classification action. Questions may be directed to Peter Flood at (608) 266-8149.
- 19) *Abolish* the **UW Program Specialist** classification as it is no longer used by any state agency with the separation of the University of Wisconsin System Administration from the state personnel system administered under Chap 230, Wis. Stats. There are no reallocations necessary for this classification action. Questions may be directed to Peter Flood at (608) 266-8149.

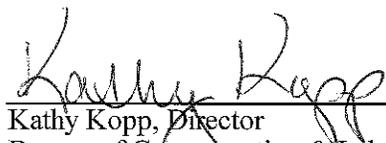
- 20) *Abolish* the **UW Program Specialist Supervisor** classification as it is no longer used by any state agency with the separation of the University of Wisconsin System Administration from the state personnel system administered under Chap 230, Wis. Stats. There are no reallocations necessary for this classification action. Questions may be directed to Peter Flood at (608) 266-8149.
- 21) *Abolish* the **Equal Rights Officer** classification and *create* the **DWD Equal Rights Officer** classification series for the Department of Workforce Development and *create* the **Labor Compliance Specialist** classification series for the Department of Transportation to better define the differences in work performed by the respective agencies for positions that were previously classified as Equal Rights Officers. Reallocations for this classification action will be processed by DOA Central Payroll, and agencies will notify employees of the change. Questions may be directed to Dianna McNall at (608) 266-8232.
- 22) *Create* the unclassified title of **DOA MRS Bur Dir NTE 81-01, effective August 23, 2015**, for the Division of Personnel Management, Department of Administration to reflect of the merging of OSER into DOA. There are no classification actions necessary for this announcement. Questions may be directed to Paul Ostrowski at (608) 267-0343.
- 23) *Create* the unclassified titles of **Solicitor General** and **Deputy Solicitor General** for the Department of Justice as part of the 2015-2017 bi-annual budget provisions. There are no classification actions necessary for this announcement. Questions may be directed to Paul Ostrowski at (608) 267-0343.
- 24) *Modify* the **Initial Assessment Specialist** classification to update the definition language and *create* the **Initial Assessment Specialist-Senior** and **Initial Assessment Specialist-Advanced** to reflect work being completed by the new Division of Milwaukee Child Protective Services in the Department of Children and Families. *Reassign pay range* of the **Initial Assessment Specialist** from 12-08 to 12-64 to broadband this classification. Reallocations for this classification action will be processed by DOA Central Payroll, and affected agencies will notify employees. Questions may be directed to Dianna McNall at (608) 266-8232.
- 25) *Modify* the **State Patrol Sergeant** to update the definition and language to reflect the removal of dignitary protection duties from this classification specification and *create* the **State Patrol Sergeant-DPU** classification to better define the duties of positions providing dignitary protection services for the Department of Transportation. Reallocations for this classification action will be processed by affected agency and affected employees will be notified. Questions may be directed to Wil Mickelson at (608) 267-5169.
- 26) *Modify* the **Chaplain** classification to remove an exclusion and update the Department of Correction's representative positions. *Reassign pay range* from 12-06 to 12-64 to broadband this classification. Reallocations for this classification action will be processed by the affected agencies, and affected agencies will notify employees. Questions may be directed to Chelsea Daley at (608) 267-5165.
- 27) *Modify* the **Client Rights Facilitator** classification to add a representative position for the Central Wisconsin Center. *Reassign pay range* from 12-06 to 12-64 to broadband this classification. Reallocations for this classification action will be processed by the affected agencies, and affected agencies will notify employees. Questions may be directed to Chelsea Daley at (608) 267-5165.
- 28) *Modify* the **Economic Support Quality Assurance Specialist** classification series to update the inclusion section with a fourth allocation and update the definition language for the advanced level *Reassign pay range* of the **Economic Support Quality Assurance Specialist** from 12-06 to 12-63 and **Economic Support Quality Assurance Specialist-Advanced** from 12-08 to 12-63 to broadband this classification series. Reallocations for this classification action will be processed by the affected agencies, and affected agencies will notify employees. Questions may be directed to Chelsea Daley at (608) 267-5165.
- 29) *Modify* the **Treatment Specialist** classification series to update the exclusions and update the representative positions. *Reassign pay range* of the **Treatment Specialist 1** from 12-06 to 12-64 and **Treatment Specialist 2** from 12-07 to 12-63 to broadband this classification series. Reallocations for this classification action will be

processed by the affected agencies, and affected agencies will notify employees. Questions may be directed to Dianna McNall at (608) 266-8232.

- 30) *Modify* the **Revenue Administrative Manager** classification for the Department of Revenue, **effective August 23, 2015**, to update and add allocation patterns as a result of programmatic changes. There are no reallocations necessary for this classification action. Questions may be directed to Peter Flood at (608) 266-8149.
- 31) *Reassign pay range* of the **Licensing/Certification Specialist** from 12-07 to 12-63 for the Department of Children and Families to broadband this classification. Reallocations for this classification action will be processed by the affected agency, and agencies will notify employees of the change. Questions may be directed to Paul Ostrowski at (608) 267-0343.
- 32) *Reassign pay range* of the **Refugee Program Specialist-Entry** from 12-06 to 12-64 and **Refugee Program Specialist-Senior** from 12-07 to 12-63 for the Department of Children and Families to broadband this classification. Reallocations for this classification action will be processed by the affected agency, and agencies will notify employees of the change. Questions may be directed to Paul Ostrowski at (608) 267-0343.
- 33) *Reassign pay range* of the **Tribal Services Coordinator** from 12-08 to 12-63 to broadband this classification. Reallocations for this classification action will be processed by the affected agency, and agencies will notify employees of the change. Questions may be directed to Paul Ostrowski at (608) 267-0343.

**Internet Availability:** The target date for the availability of classification specifications from this bulletin on the OSER website is September 11, 2015. This is the only notification BCLR 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, Director  
Bureau of Compensation & Labor Relations

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

**ABOLISH**

1)	Court Liaison 1						
	51201	12-06	12	2	E	N	119
	Court Liaison 2						
	51202	12-07	12	2	E	N	119
2)	University Benefit Program Analyst						
	09800	81-03	99	2	E	N	020
3)	University Benefit Specialist						
	08400	07-04	07	5	M	N	020
4)	University Business Specialist						
	05300	07-04	07	2	E	N	195
5)	University Business Specialist-Confidential						
	05310	81-04	99	2	M	N	195
	University Business Specialist Supervisor						
	05320	81-04	16	2	E	N	003
6)	University Conference Coordinator						
	18500	07-04	7	2	N	N	195
7)	University Conference Coordinator Supervisor						
	18520	81-04	16	2	E	N	003
8)	University Executive Staff Assistant						
	07010	81-04	97	5	M	N	195
9)	University Grants and Contracts Specialist						
	04401	07-04	07	2	M	N	016
	University Grants and Contracts Specialist-Senior						
	04402	07-03	07	2	E	N	016
10)	University Services Associate 1						
	16600	02-09	02	6	N	N	195
	University Services Associate 2						
	16660	02-10	02	6	N	N	195
11)	University Services Program Associate						
	08500	02-11	02	6	N	N	195
12)	University Administrative Program Supervisor						
	07480	81-03	17	2	E	N	003
13)	UW Agriculture Supervisor						
	90020	81-04	16	8	E	N	006

14)	UW Athletics Program Specialist	58400	07-04	16	7	N	N	195
15)	UW Athletics Program Specialist-Confidential	58410	81-04	99	5	E	N	195
	UW Athletics Program Specialist Supervisor	06520	81-04	17	5	E	N	003
16)	UW Extension Mail Technician	13300	06-12	06	3	N	N	185
17)	UW Human Resources Manager	10910	81-04	99	2	E	N	020
	UW Human Resources Manager-Advanced	11310	81-03	99	2	E	N	020
18)	UW IS Customer Sales Technician	13510	06-12	06	3	N	N	185
	UW IS Customer Sales Technician-Lead	13520	06-13	06	3	N	N	185
19)	UW Program Specialist	06500	07-04	07	5	M	N	019
20)	UW Program Specialist Supervisor	06580	81-04	16	2	E	N	003
21)	Equal Rights Officer-Entry	73401	12-03	12	2	M	N	020
	Equal Rights Officer-Journey	73402	12-05	12	2	E	N	020
	Equal Rights Officer-Senior	73403	12-07	12	2	E	N	020

**CREATE**

21)	DWD Equal Rights Officer	73501	12-64	12	2	M	N	025
	DWD Equal Rights Officer-Journey	73502	12-64	12	2	E	N	025
	DWD Equal Rights Officer-Senior	73503	12-63	12	2	E	N	025
	DWD Equal Rights Officer-Advanced	73504	12-63	12	2	E	N	025
21)	Labor Compliance Specialist	73601	12-65	12	2	M	N	025
	Labor Compliance Specialist-Journey	73602	12-64	12	2	E	N	025
	Labor Compliance Specialist-Senior	73603	12-64	12	2	E	N	025
22)	DOA MRS Bur Dir NTE 81-01	98100	01-00	99	1	E	E	900

23)	DOJ Solicitor Gen NTE ESG 5	97980	90-00	99	1	E	E	900
	DOJ Dep Solicit Gen NTE ESG 4	97981	90-00	99	1	E	E	900
24)	Initial Assessment Specialist-Senior	52963	12-63	12	2	E	N	112
	Initial Assessment Specialist-Advanced	52964	12-63	12	2	E	N	112
25)	State Patrol Sergeant-DPU	65931	81-03	99	4	N	N	247

**MODIFY AND REASSIGN PAY RANGE**

24)	Initial Assessment Specialist							
	OLD	52961	12-08	12	2	E	N	112
	NEW	52961	<b>12-64</b>	12	2	E	N	112
26)	Chaplain							
	OLD	53201	12-06	12	2	E	N	112
	NEW	53201	<b>12-64</b>	12	2	E	N	112
27)	Client Rights Facilitator							
	OLD	50500	12-06	12	2	E	N	112
	NEW	50500	<b>12-64</b>	12	2	E	N	112
28)	Economic Support Quality Assurance Specialist							
	OLD	51501	12-06	12	2	E	N	112
	NEW	51501	<b>12-63</b>	12	2	E	N	112
	Economic Support Quality Assurance Specialist-Advanced							
	OLD	51502	12-08	12	2	E	N	112
	NEW	51502	<b>12-63</b>	12	2	E	N	112
29)	Treatment Specialist 1							
	OLD	50201	12-06	12	2	E	N	112
	NEW	50201	<b>12-64</b>	12	2	E	N	112
	Treatment Specialist 2							
	OLD	50202	12-07	12	2	E	N	112
	NEW	50202	<b>12-63</b>	12	2	E	N	112

**MODIFY**

26)	State Patrol Sergeant	65921	81-03	16	4	E	N	009
20)	Revenue Administrative Manager	01590	81-01	19	1	E	N	001

**REASSIGN PAY RANGE**

1)	Licensing/Certification Specialist							
	OLD	53360	12-07	12	2	E	N	112
	NEW	53360	<b>12-63</b>	12	2	E	N	112
32)	Refugee Program Specialist-Entry							
	OLD	51101	12-06	12	2	E	N	112
	NEW	51101	<b>12-64</b>	12	2	E	N	112
	Refugee Program Specialist-Senior							
	OLD	51102	12-07	12	2	E	N	112
	NEW	51102	<b>12-63</b>	12	2	E	N	112
33)	Tribal Services Coordinator							
	OLD	52810	12-08	12	2	E	N	112
	NEW	52810	<b>12-63</b>	12	2	E	N	112

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