

# DOA – DIVISION OF PERSONNEL MANAGEMENT

## COMPENSATION AND LABOR RELATIONS BULLETIN

Date: May 15, 2016

Subject: Miscellaneous Classification Plan Changes

Locator No: DPM-0423-CC/SC

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 May 15, 2016**, unless otherwise stated.

- 1) **Abolish the Agricultural Marketing Consultant** classification series for the Department of Agricultural, Trade and Consumer Protection as no future use of this classification series is planned and remaining duties have been collapsed and merged into the Agriculture Program Specialist classification series. Reallocations for this classification action will be processed by the Star Support Organization, but necessary forms and notifications will be completed by the affected agencies. Questions may be directed to Peter Flood at (608) 266-8149.
- 2) **Abolish the Environmental Warden** classification series for the Department of Natural Resources as no future use of this classification series is planned and remaining duties have been collapsed and merged into the Special Investigative Warden classification. There are no reallocations necessary for this classification action. Questions may be directed to Peter Flood at (608) 266-8149.
- 3) **Modify the Agriculture Program Specialist** classification series to *create* the **Agriculture Program Specialist-Advanced** level, update the specification's inclusions, exclusions, definitions and representative positions to reflect changes to the business area and to update add in language to cover positions formerly classified as Agricultural Marketing Consultants, which is abolished in this bulletin. Reallocations for this classification action will be processed by the Star Support Organization, but necessary forms and notifications will be completed by the affected agencies. Questions may be directed to Peter Flood at (608) 266-8149.
- 4) **Modify the Conservation Warden**, effective May 1, 2016, for the Department of Natural Resources to provide general updates to the specification's administrative information and to update the definition language. *Reassign the pay range* from 05-41 to 05-63 as a result of the broadbanding of this classification. Reallocations for this classification action will be processed by the Star Support Organization, but necessary forms and notifications will be completed by the affected agencies. Questions may be directed to Peter Flood at (608) 266-8149.
- 5) **Modify the Justice Program Supervisor** for the Department of Justice to update the definition language and representative positions. There are no reallocations necessary for this classification action. Questions may be directed to Dianna McNall at (608) 266-8232.
- 6) **Modify the Resident Care Technician** classification series for the Department of Health Services. The modification is to add an objective allocation at the Resident Care Technician-Entry level creating a multiple level classification series and update the progression language to define the movement through the series. There are no reallocations necessary for this classification action. Question may be directed to Dianna McNall at (608) 266-8232.
- 7) **Modify the Graphic Designer** classification series to *abolish* the **Graphic Designer-Entry** classification level which is no longer used by State Agencies and update the definition language. *Reassign pay ranges* for **Graphic Designer** from 06-10 to 06-13 and **Graphic Designer-Senior** from 06-11 to 06-15. Reallocations for this classification action will be processed by Star Support Organization, but necessary forms and notification will be completed by the affected agencies. Questions may be directed to Dianna McNall at (608) 266-8232.
- 8) **Modify and Retitle the Medigap Insurance Specialist-Lead** classification specification to **Aging and Long Term Care-Lead** for the Board of Aging and Long Term Care. The *modification* for this classification specification is to

add an allocation for a lead position in order to allow for a lead position that insures the provision of advocacy services to individuals residing in licensed and certified long term care facilities or who receive their home and community-based services through the Family Care/PACE/Partnership Programs or the Community Options Program. There are no reallocations necessary for this classification action. Questions may be directed to Peter Flood at (608) 266-8149.

- 9) *Modify the Safety Specialist Warden, effective May 1, 2016*, for the Department of Natural Resources to provide general updates to the specification's administrative information and to update the definition language. *Reassign the pay range* from 05-41 to 05-63 as a result of the broadbanding of this classification. Reallocations for this classification action will be processed by the Star Support Organization, but necessary forms and notifications will be completed by the affected agencies. Questions may be directed to Peter Flood at (608) 266-8149.
- 10) *Modify the Special Investigative Warden, effective May 1, 2016*, for the Department of Natural Resources to provide general updates to the specification's administrative information and to update the definition language as well as to modify the specification to allow for the inclusion of positions formerly classified as Environmental Warden. *Reassign the pay range* from 05-41 to 05-63 as a result of the broadbanding of this classification. Reallocations for this classification action will be processed by the Star Support Organization, but necessary forms and notifications will be completed by the affected agencies. Questions may be directed to Peter Flood at (608) 266-8149.

**Internet Availability:** The target date for the availability of classification specifications from this bulletin on the OSER website is May 20, 2016. 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.

  
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Jim Underhill, Director  
Bureau of Compensation & Labor Relations

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

**ABOLISH**

1)	Agricultural Marketing Consultant						
	71261	15-04	15	2	N	N	127
	Agricultural Marketing Consultant-Senior						
	71262	15-03	15	2	E	N	127
	Agricultural Marketing Consultant-Advanced						
	71263	15-03	15	2	E	N	127
2)	Environmental Warden						
	65160	05-41	5	4	N	N	247
7)	Graphic Designer-Entry						
	61361	06-09	6	3	N	N	127

**CREATE**

3)	Agriculture Program Specialist-Advanced						
	07863	07-03	7	2	E	N	019

**MODIFY**

3)	Agriculture Program Specialist-Objective						
	07861	07-04	7	2	E	N	019
	Agriculture Program Specialist-Senior						
	07862	07-03	7	2	E	N	019
5)	Justice Program Supervisor						
	06980	81-03	17	2	E	N	003
6)	Resident Care Technician-Entry						
	38501	06-10	6	4	N	N	262
	Resident Care Technician-Objective						
	38502	06-11	6	4	N	N	262
	Resident Care Technician-Advanced						
	38503	06-12	6	4	N	N	262

**MODIFY AND REASSIGN PAYRANGES**

4)	Conservation Warden						
	OLD 65100	05-41	5	4	N	N	247
	NEW 65100	05-63	5	4	N	N	247

7)	Graphic Designer							
	OLD 61362	06-10	6	3	N	N	127	
	NEW 61362	06-13	6	3	N	N	127	
	Graphic Designer-Senior							
	OLD 61363	06-11	6	3	N	N	127	
	NEW 61363	06-15	6	3	N	N	127	
9)	Safety Specialist Warden							
	OLD 65110	05-41	5	4	N	N	247	
	NEW 65110	05-63	5	4	N	N	247	
10)	Special Investigative Warden							
	OLD 65170	05-41	5	4	N	N	247	
	NEW 65170	05-63	5	4	N	N	247	

**MODIFY AND RETITLE**

8)	Medigap Insurance Specialist-Lead							
	51903	12-63	12	2	E	N	112	
	NEW Aging and Long Term Care-Lead							
	51903	12-63	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.