

State of Wisconsin
DEPARTMENT OF EMPLOYMENT RELATIONS

- MERIT RECRUITMENT AND SELECTION BULLETIN -

Date: December 16, 2002

Subject: Miscellaneous Classification Plan Changes

Locator No: MRS-SC-145

Pursuant to s. 230.09, Wis. Stats., the Secretary of the Department of Employment Relations (DER) has approved the classification plan changes identified on this bulletin. Regardless of the actual notification date, the **effective date is December 15, 2002**, unless otherwise stated.

1. *Abolish* the **Chaplaincy Education Coordinator** classification **effective December 15, 2002**, because this classification is no longer used by the Department of Health and Family Services. Questions may be directed to Judy Burke at (608) 267-5166.
2. *Abolish* the **Engineering Aid 1 and 2** classifications **effective December 15, 2002**, because these classifications are no longer needed. Questions may be directed to Brian Fusie at (608) 266-1418.
3. *Abolish* the **Materials Reprocessing Assistant-Leadworker** classification **effective December 15, 2002**, because the classification is no longer needed. Questions may be directed to Brian Fusie at (608) 266-1418.
4. *Abolish* the **Petroleum Products Inspector** classification **effective December 15, 2002**, because this classification is no longer used by the Department of Commerce. Questions may be directed to Doug Thayer at (608) 266-2052.
5. *Abolish* the **Real Estate Aid** classification **effective December 15, 2002**, because the classification is no longer needed. Questions may be directed to Brian Fusie at (608) 266-1418.
6. *Abolish the* **Tax Return Examiner 1 and 2** classifications **effective December 15, 2002**, because these classifications are no longer used by the Department of Revenue. Questions may be directed to Doug Thayer at (608) 266-2052.
7. *Abolish* the **Transportation District Business Chief** classification and *modify* the **DOT Program Chief** classification specification to add allocations for positions **effective December 15, 2002**, based on a review of the duties and responsibilities assigned. The agency will process manual reallocations to implement these classification actions. Questions may be directed to Wil Mickelson at (608) 266-0714.
8. *Change the FLSA Status* of **Revenue Agent 4** from nonexempt to exempt status **effective December 15, 2002**, as a result of a study conducted by the Department of Revenue and Department of Employment Relations. No reallocations need to be processed to implement this classification action. Questions may be directed to Wil Mickelson at (608) 266-0714.
9. *Change the FLSA Status* of **Revenue Auditor 3, 4, 5 and 6** from nonexempt to exempt status **effective December 15, 2002**, as a result of a study conducted by the Department of Revenue and Department of Employment Relations. No reallocations need to be processed to implement this classification action. Questions may be directed to Wil Mickelson at (608) 266-0714.

10. Modify the **Criminal History Records Specialist** classification to add a Float allocation at the Criminal History Records Specialist Level, **effective December 15, 2002**. No reallocations need to be processed to implement this classification action. Questions may be directed to Doug Thayer at (608) 266-2052.
11. *Modify* the **Horticultural Technician** classification specification **effective December 15, 2002**, to add allocation language for positions located at UW campuses. No reallocations need to be processed to implement this classification action. Questions may be directed to Judy Burke at (608) 267-5166.
12. *Modify* the **Property Assessment Specialist** series classification specifications **effective December 15, 2002**, to update the language to more accurately reflect the duties assigned to these positions for the Department of Revenue. No reallocations need to be processed to implement this classification action. Questions may be directed to Wil Mickelson at (608) 266-0714.
13. *Modify* the **Property Assessment Practices Specialist** series classification specifications **effective December 15, 2002**, to update the language to more accurately reflect the duties assigned to these positions for the Department of Revenue. No reallocations need to be processed to implement this classification action. Questions may be directed to Wil Mickelson at (608) 266-0714.
14. *Modify* the **Risk Management Specialist 3** classification specification **effective December 15, 2002**, to add allocation language for positions located at UW campuses. No reallocations need to be processed to implement this classification action. Questions may be directed to Wil Mickelson at (608) 266-0714.

Internet Availability:

The target date for the availability of classification specifications from this bulletin on the DER Web Page is December 30, 2002. This is the only notification DMRS will be providing, so please share this information with appropriate agency staff. Any questions should be directed to Pat Waterman at (608) 266-8149.

Alphabetical Listing of Classifications:

The Alphabetical Listing of Classifications (Alpha List) is also available on the DER Web Page at <http://der.state.wi.us/static/dmrs.htm>. 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 extracted document. Please contact Judy Burke at (608) 267-5166 if you have any questions about information contained in the Alpha List.

Contact Points:

Questions may also be directed to the appropriate analyst at the DER Fax number (608) 267-1020 or by e-mail at (using the analyst's name) firstname.lastname@der.state.wi.us.

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

ABOLISH

1)	Chaplaincy Education Coordinator	53202	12-09	12	2	E	N	112	176
2)	Engineering Aid 1	25421	06-06	06	3	N	N	140	216
	Engineering Aid 2	25422	06-07	06	3	N	N	140	216
3)	Materials Reprocessing Assistant-Leadworker	20473	06-08	06	8	N	N	213	365
4)	Petroleum Products Inspector	73471	05-11	5	4	N	N	025	368
5)	Real Estate Aid	25670	06-05	06	6	N	N	159	254
6)	Tax Return Examiner 1	19841	02-07	2	5	N	N	202	389
	Tax Return Examiner 2	19842	02-08	2	5	N	N	202	389
7)	Transportation District Business Chief	00188	81-03	17	2	E	N	003	005

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

CHANGE THE FLSA STATUS

8)	Revenue Agent 4								
OLD		67604	07-15	07	4	N	N	016	023
NEW		67604	07-15	07	4	E	N	016	023
9)	Revenue Auditor 3								
OLD		01563	07-78	07	2	N	N	016	023
NEW		01563	07-78	07	2	E	N	016	023
	Revenue Auditor 4								
OLD		01564	07-78	07	2	N	N	016	023
NEW		01564	07-78	07	2	E	N	016	023
	Revenue Auditor 5								
OLD		01565	07-79	07	2	N	N	016	023
NEW		01565	07-79	07	2	E	N	016	023
	Revenue Auditor 6								
OLD		01566	07-79	07	2	N	N	016	023
NEW		01566	07-79	07	2	E	N	016	023

Classification	FLSA
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	Class Code	Pay Range	Unit Code	EEO Cat.	FLSA	LTE Code	Job Group	CIC Code
<u>MODIFY</u>								
10)	Criminal History Records Specialist 18801	02-08	2	6	N	N	187	336
7)	DOT Program Chief 07830	81-02	98	2	E	N	003	036
11)	Horticultural Technician 35640	06-03	6	3	N	N	134	077
12)	Property Assessment Specialist – Entry 01301	07-14	07	2	N	N	159	254
	Property Assessment Specialist – Journey 01302	07-15	07	2	E	N	159	254
	Property Assessment Specialist – Advanced 01303	07-16	07	2	E	N	159	254
13)	Property Assessment Practices Specialist – Entry 01371	07-14	07	2	N	N	159	254
	Property Assessment Practices Specialist – Journey 01372	07-15	07	2	E	N	159	254
	Property Assessment Practices Specialist – Senior 01373	07-16	07	2	E	N	159	254
14)	Risk Management Specialist 3 04303	07-14	07	2	M	N	019	026

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

Effective Date: No. 1-14:

December 15, 2002