State of Wisconsin

DOA – DIVISION OF PERSONNEL MANAGEMENT

COMPENSATION AND LABOR RELATIONS BULLETIN

Date: May 14, 2017 **Locator No:** DPM-0442-CC/SC	**Subject:** Criminal History Records Specialist Survey Implementation, Miscellaneous Classification Plan Changes

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 May 14, 2017,** unless otherwise stated.

1) *Abolish* the **Criminal History Records Specialist** classification series and *create* the **Criminal History Records Associate** classification series for the Department of Justice as part of the implementation of the Criminal History Records Specialist personnel management survey. The necessary reallocations will be processed by the Department of Justice. Questions may be directed to Rachel Martin at (608) 266-5165.

2) *Create* the **Justice Program Associate** classification series for the Department of Justice as part of the implementation of the Criminal History Records Specialist personnel management survey. The necessary reallocations will be processed by the Department of Justice. Questions may be directed to Rachel Martin at (608) 266-5165.

3) *Create* the **Supervising Youth Counselor 1** classification, *retitle* the original classification from **Supervising Youth Counselor** to **Supervising Youth Counselor 2,** and *modify* the classification specification language to reflect a different level of responsibilities and to update the definition language. There are no reallocations necessary for this classification action. Questions may be directed to Peter Flood at (608) 266-8149.

4) *Modify* the **Risk Management Specialist** classification for the Department of Natural Resources to move the DNR representative position at the Risk Management Specialist level to the Risk Management Specialist - Senior level. There are no reallocations necessary for this classification action. Questions may be directed to Rachel Martin at (608) 266-5165.

5) *Modify* the classification specification, *Reassign the Pay Range,* and *Change the FLSA Status* of the **Crime Victims Claims Specialist** classification for the Department of Justice. The necessary reallocations will be processed by the Department of Justice. Questions may be directed to Christy Plautz at (608) 266-8232.

Internet Availability: The target date for the availability of classification specifications from this bulletin on the DPM website is May 19, 2017. This is the only notification BCLR will be providing, so please share this information with appropriate agency staff. Any questions should be directed to Rachel Martin at (608) 266-5165.

Alphabetical Listing of Classifications: The Alphabetical Listing of Classifications (Alpha List) is also available on the DPM website at http://doa.wi.gov/Documents/DPM/Document%20Library/alphalst.xls. 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.

Jim Underhill, Director
Bureau of Compensation & Labor Relations

Classification	Class Code	Pay Range	Unit Code	EEO Cat.	FLSA	FLSA LTE Code	Job Group
ABOLISH							
1) Criminal History Records Specialist	18801	02-08	2	6	N	N	195
Criminal History Records Specialist – Senior	18802	02-09	2	6	N	N	195
Criminal History Records Specialist – Advanced	18803	02-10	2	6	N	N	195
CREATE							
1) Criminal History Records Associate	23401	02-10	2	6	N	N	195
Criminal History Records Associate – Senior	23402	02-11	2	6	N	N	195
2) Justice Program Associate	23471	02-11	2	5	N	N	195
Justice Program Associate – Senior	23472	02-12	2	5	N	N	195
Justice Program Associate – Advanced	23473	02-13	2	5	N	N	195
3) Supervising Youth Counselor 1	53881	81-04	16	4	E	N	009
MODIFY AND RETITLE							
3) OLD Supervising Youth Counselor							
NEW Supervising Youth Counselor 2	53880	81-03	16	4	E	N	009
MODIFY							
5) Risk Management Specialist	04361	07-04	7	2	M	N	226
Risk Management Specialist - Senior	04362	07-03	7	2	E	N	226
MODIFY, PAY RANGE REASSIGNMENT, AND CHANGE THE FLSA STATUS							
6) Crime Victim Claims Specialist							
OLD	03800	07-04	7	2	N	N	226
NEW	03800	**07-03**	7	2	**E**	N	226

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