

State of Wisconsin

DEPARTMENT OF EMPLOYMENT RELATIONS

- MERIT RECRUITMENT AND SELECTION BULLETIN -

Date: May 19, 2003

Locator No: MRS-SC-156

Subject: Classification Plan Changes for Administrative Purposes and Resulting from the WSEU **Technical Unit** Negotiated Pay Range Assignments for the Communications Technician, Electronic Technician, and Media Technician Survey and other Negotiated Pay Range Reassignments and Bargaining Unit Reassignment.

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 May 18, 2003**, unless otherwise stated.

1) Communication Technician Survey

The Department of Transportation (DOT) received authority to conduct an agency specific survey for the classification of **Communications Technician 1, 2, 3, and 4** on June 2, 2000. The Communications Technician 1-4 pay ranges were reassigned one pay range level each effective May 21, 2000, CLR/SC-112. The primary reason for the survey is to update the outdated classification specifications. The technology described in the current classification specifications no longer exists and the four levels are not utilized because of the lack of the ability to hire at the entry level. DOT audited several of the 18 included positions. DER completed one audit of a Communications Technician in the interest of comparing these positions with the positions included in the Electronics Technician and Media Technician survey. Pay ranges were agreed to as part of the 2001-2003 contract negotiations and are illustrated below. The Department of Administration Central Payroll will automate reallocation notices.

2) Electronic Technician and Media Technician Survey

As part of contract negotiations, the **Electronic Technician (ET) and Media Technician (MT) Survey** was initiated September 18, 2000, in CLR/SC-120. Classifications included in the survey are **Electronic Technician 1, 2, 3, 4, 5, and 6; Media Technician 1, 2, 3, and 4;** and Electronics Supervisor 1, 2, 3, 4, and 5. The Electronics Supervisor classification was removed from the survey effective May 20, 2001, in Bulletin CLR/SC-130 as a result of broadband expansion of these nonrepresented classifications. The survey goal is to address classification, compensation, recruitment, and retention difficulties which agencies may be experiencing in regard to these classifications.

Agencies were asked to identify problems for the ET classifications. Several agencies that have a small number of ET positions indicated that they do not have any current problems. The agencies that have large numbers of ET positions indicated critical problem areas including inadequate tests and few qualified applicants resulting in recruitment problems. Qualified applicants with work experience did not accept vacancies because of the compensation and the agencies inability to compensate employees for increased knowledge, skills, abilities, and training. Because agencies have hired at the objective level to compensate

entry level applicants, they are left with no future progression for the employees. Agencies are concerned with the difficulty of retaining employees because the private sector repeatedly hires the state’s trained employees. This group of employees is an aging workforce, which will deflate the ET workforce with retirements. The current classification specification no longer adequately described the new technology required.

The predominate issues with the MT problem identification is that of the evolving complexity of equipment and difficulty in recruitment. The positions have become more complex in recent years as a result of the integrated equipment. The highly competitive and small market pool of qualified applicants creates difficulty in recruitment. Applicants are frequently not qualified, indicating that the pay does not attract the qualified work force required to fill these positions.

The breakdown and number of employees originally included in the survey:

CLASSIFICATION	S/R	NO.
Electronics Technician 1	06-09	2
Electronics Technician 2	06-10	6
Electronics Technician 3	06-11	14
Electronics Technician 4	06-12	31
Electronics Technician 5	06-13	31
Electronics Technician 6	06-14	13
TOTAL		97

CLASSIFICATION	S/R	NO.
Media Technician 1	06-11	3
Media Technician 2	06-12	14
Media Technician 4	06-14	20
Media Technician 3	06-13	43
TOTAL		80

There were a total of 15 audits completed for the ET positions, equaling 15% of the positions. There were a total of 12 audits completed for the MT positions, equaling 15% of the positions.

Recommendations were presented to the Wisconsin State Employees Union on October 5, 2001. The recommendation for ET is to differentiate between four technical areas: (1) ‘Agency’ includes positions located at state agencies responsible for general facility electronics, radio installers for the State Patrol, and traffic signal installers; (2) ‘Security’ includes positions located primarily at the Departments of Correction and Health and Family Services responsible for complex lockup systems; (3) ‘Research’ includes positions located at the University of Wisconsin responsible for assisting students and professors with electronic devices used on research projects and classroom demonstrations; and (4) ‘Specialized’ includes positions located at the University of Wisconsin working with very complex specialized systems located at Stoughton, Astronomy, and the Space Labs. The ‘Agency,’ ‘Security,’ and ‘Research’ classifications have an entry and objective level. The ‘Specialized’ classification has entry, developmental, and objective levels. These levels are based upon the information gathered from market data, audits, and from the agencies and union. Draft classification specifications were provided to agencies and the union.

The MT is a classification structure of three levels, an entry, developmental, and objective level, based upon the information gathered by audits, from the agencies and union, and market

data gathered from competitive TV stations in this area. Draft classification specifications were provided to agencies and the union.

Through the process of negotiating pay range assignments for new classifications, an agreement was reached as follows:

CLASSIFICATION	S/R
Electronic Technician Agency	06-13
Electronic Technician Agency-Senior	06-14
Electronic Technician Security	06-13
Electronic Technician Security-Senior	06-14
Electronic Technician Research	06-13
Electronic Technician Research-Senior	06-14
Electronic Technician Specialized	06-13
Electronic Technician Specialized-Intermediate	06-14
Electronic Technician Specialized-Advanced	06-15
Electronic Technician Media	06-12
Electronic Technician Media-Intermediate	06-13
Electronic Technician Media-Senior	06-14

The -Senior or -Advanced level is the objective level for each respective classification series. The Reallocation notifications will be automated by agencies completing a payroll worksheet.

3) Classification abolished and created

As part of classification plan administration, DER is abolishing **Diagnostic Radiologic Technician 1, 2, 3, and 4**, and creating, along with a negotiated pay range assignment, **Diagnostic Radiologic Technician-Entry, -Objective, and -Advanced**. Reallocation notification will be automated.

4) Classifications Created

As part of classification plan administration, DER is creating along with negotiated pay range assignments for: **Computer Printing Technician Lead and Forensic Program Technician and -Senior**.

5) Bargaining Unit Reassignment

As part of contract negotiations, the **Chemical Test Coordinator 1 and 2** classification is reassigned from the law enforcement bargaining unit to the technical bargaining unit. DER changed the Unit Code, EEO Category code and Job Group code for administrative purposes.

6) Pay Range Reassignments

As part of contract negotiations, the following changes address classification, compensation, recruitment, and retention problems that agencies experience. Pay range reassignments were negotiated for the **Dental Hygienist; Electroencephalograph Technician 1 and 2; Laboratory Sample Control and Receiving Technician-Objective and -Senior; Laboratory Animal Technician 1, 2, and 3; Licensed Practical Nurse 1 and 2, Medical Laboratory Technician-Entry and -Objective; Mortician; Ocular Photography Technician; Pharmacy Technician-Entry and -Objective; Phlebotomist-Entry and -Objective; Physical Therapy Assistant-Entry and -Objective; Ultrasound Technician; and Veterinary Technician 1, 2, and 3**. Reallocation notification will be automated.

7) Pay Range Reassignments and Class Code Changes

As part of contract negotiations, the following changes address classification, compensation, recruitment, and retention problems that agencies experience. Pay range reassignments were negotiated for the **Medical Assistant 1 and 2, Occupational Therapy Assistant-Entry and -Objective, Physical Therapy Assistant-Entry and -Objective, and Respiratory Therapist 1, 2, 3, 4, and 5.** DER changed the class codes for administrative purposes.

A comprehensive list of numbers 1, 2, 3, 4, 5, 6, and 7 changes can be found below, including administrative changes such as class codes or CIC codes. The Department of Administration Central Payroll and UW Central Payroll will automate reallocation notices for the changes in numbers 3, 4, 5, 6, and 7. The changes to numbers 1 and 2 can be automated upon the agencies completion of a worksheet. Questions may be directed to Tom Sandine at (608) 267-5160.

Internet Availability:

The target date for the availability of classification specifications from this bulletin on the DER Web Page is June 9, 2003. This is the only notification DMRS will be providing, so please share this information with appropriate agency staff. Any questions should be directed to Jan Monica Mason at (608) 267-2156.

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/home/dclr/dclr.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 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.

Leean White, Bureau of Agency Services
Division of Merit Recruitment and Selection

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

ABOLISH

1) Communications Technician 1	81301	06-12	06	3	N	N	127	228
Communications Technician 2	81302	06-13	06	3	N	N	127	228
Communications Technician 3	81303	06-14	06	3	N	N	127	228
Communications Technician 4	81304	06-15	06	3	N	N	127	228

	93061	06-13	06	3	N	N	140	213
	Electronics Technician Research-Senior							
	93062	06-14	06	3	N	N	140	213
	Electronics Technician Security							
	93071	06-13	06	3	N	N	140	213
	Electronics Technician Security-Senior							
	93072	06-14	06	3	N	N	140	213
	Electronics Technician Specialized							
	93161	06-13	06	3	N	N	140	213
	Electronics Technician Specialized-Intermediate							
	93162	06-14	06	3	N	N	140	213
	Electronics Technician Specialized-Advanced							
	93163	06-15	06	3	N	N	140	213
3)	Diagnostic Radiologic Technician-Entry							
	35601	06-14	06	3	N	N	134	206
	Diagnostic Radiologic Technician-Objective							
	35602	06-15	06	3	N	N	134	206
	Diagnostic Radiologic Technician-Advanced							
	35603	06-16	06	3	N	N	134	206
4)	Forensic Program Technician							
	35671	06-09	06	3	N	N	147	225
	Forensic Program Technician-Senior							
	35672	06-10	06	3	N	N	147	225

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

CHANGE IN BARGAINING UNIT AND RELATED CODES

5)	Chemical Test Coordinator 1							
OLD	64001	36-12	36	4	N	N	147	224
NEW	64001	06-14	06	3	N	N	140	224
	Chemical Test Coordinator 2							
OLD	64002	36-13	36	4	N	N	147	224
NEW	64002	06-15	06	3	N	N	140	224

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

REASSIGN PAY RANGE

6)	Dental Hygienist							
OLD	40200	06-16	06	3	N	N	134	204
NEW	40200	06-17	06	3	N	N	134	204
	Electroencephalograph Technician 1							
OLD	35131	06-10	06	3	N	N	134	208
NEW	35131	06-13	06	3	N	N	134	208
	Electroencephalograph Technician 2							
OLD	35132	06-11	06	3	N	N	134	208
NEW	35132	06-13	06	3	N	N	134	208

	Laboratory Sample Control & Receiving Technician-Objective							
OLD	34661	06-08	06	3	N	N	147	223
NEW	34661	06-09	06	3	N	N	147	223
	Laboratory Sample Control & Receiving Technician-Senior							
OLD	34662	06-09	06	3	N	N	147	223
NEW	34662	06-10	06	3	N	N	147	223
	Laboratory Animal Technician 1							
OLD	34161	06-06	06	3	N	N	283	487
NEW	34161	06-07	06	3	N	N	283	487
	Laboratory Animal Technician 2							
OLD	34162	06-07	06	3	N	N	283	487
NEW	34162	06-08	06	3	N	N	283	487
	Laboratory Animal Technician 3							
OLD	34163	06-09	06	3	N	N	283	487
NEW	34163	06-10	06	3	N	N	283	487
	Licensed Practical Nurse 1							
OLD	38511	06-11	06	3	N	N	134	207
NEW	38511	06-13	06	3	N	N	134	207
	Licensed Practical Nurse 2							
OLD	38512	06-12	06	3	N	N	134	207
NEW	38512	06-13	06	3	N	N	134	207
	Medical Laboratory Technician-Entry							
OLD	34801	06-09	06	3	N	N	134	203
NEW	34801	06-10	06	3	N	N	134	203
	Medical Laboratory Technician-Objective							
OLD	34802	06-10	06	3	N	N	134	203
NEW	34802	06-11	06	3	N	N	134	203
	Mortician							
OLD	35670	06-11	06	3	N	N	147	235
NEW	35670	06-12	06	3	N	N	147	235
	Ocular Photography Technician							
OLD	35200	06-08	06	3	N	N	147	225
NEW	35200	06-09	06	3	N	N	147	225
	Pharmacy Technician-Entry							
OLD	36401	06-07	06	3	N	N	134	208
NEW	36401	06-09	06	3	N	N	134	208
	Pharmacy Technician-Objective							
OLD	36402	06-08	06	3	N	N	134	208
NEW	36402	06-10	06	3	N	N	134	208
	Phlebotomist - Entry							
OLD	35461	06-09	06	3	N	N	134	446
NEW	35461	06-11	06	3	N	N	134	446
	Phlebotomist – Objective							
OLD	35462	06-10	06	3	N	N	134	446
NEW	35462	06-11	06	3	N	N	134	446
	Ultrasound Technician							
OLD	35060	06-16	06	3	N	N	134	203
NEW	35060	06-18	06	3	N	N	134	203
	Veterinary Technician 1							
OLD	35301	06-10	06	3	N	N	147	223
NEW	35301	06-11	06	3	N	N	147	223
	Veterinary Technician 2							

OLD	35302	06-11	06	3	N	N	147	223
NEW	35302	06-12	06	3	N	N	147	223
Veterinary Technician 3								
OLD	35303	06-12	06	3	N	N	147	223
NEW	35303	06-13	06	3	N	N	147	223

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

REASSIGN PAY RANGE AND CLASS CODE

7) Medical Assistant 1								
OLD	35631	06-08	06	3	N	N	134	203
NEW	35661	06-09	06	3	N	N	134	203
Medical Assistant 2								
OLD	35632	06-09	06	3	N	N	134	203
NEW	35662	06-10	06	3	N	N	134	203
Occupational Therapy Assistant–Entry								
OLD	39831	06-10	06	3	N	N	262	446
NEW	39801	06-11	06	3	N	N	262	446
Occupational Therapy Assistant–Objective								
OLD	39832	06-12	06	3	N	N	262	446
NEW	39802	06-13	06	3	N	N	262	446
Physical Therapy Assistant–Entry								
OLD	39841	06-10	06	3	N	N	262	446
NEW	39861	06-11	06	3	N	N	262	446
Physical Therapy Assistant-Objective								
OLD	39842	06-12	06	3	N	N	262	446
NEW	39862	06-13	06	3	N	N	262	446
Respiratory Therapist 1								
OLD	35951	06-12	06	3	N	N	066	098
NEW	35901	06-13	06	3	N	N	066	098
Respiratory Therapist 2								
OLD	35952	06-13	06	3	N	N	066	098
NEW	35902	06-14	06	3	N	N	066	098
Respiratory Therapist 3								
OLD	35953	06-14	06	3	N	N	066	098
NEW	35903	06-15	06	3	N	N	066	098
Respiratory Therapist 4								
OLD	35954	06-15	06	3	N	N	066	098
NEW	35904	06-16	06	3	N	N	066	098
Respiratory Therapist 5								
OLD	35955	06-16	06	3	N	N	066	098
NEW	35905	06-17	06	3	N	N	066	098

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

Effective Date: No. 1, 2, 3, 4, 5, 6 and 7: May 18, 2003