

State of Wisconsin

DEPARTMENT OF EMPLOYMENT RELATIONS

- MERIT RECRUITMENT AND SELECTION BULLETIN -

Date: May 20, 2002

Locator No: MRS-SC-139

Subject: Implementation of Review of Nonrepresented and
Represented Wisconsin Professional Employees Council
Employees and Classifications for Appropriate FLSA Status

The Department of Employment Relations and State Agencies conducted a review of all nonrepresented and represented Wisconsin Professional Employees Council (WPEC) employees and classifications for appropriate designation under the Federal Department of Labor Fair Labor Standards Act (FLSA) overtime provisions. **The effective date for the implementation of this review is May 19, 2002.**

1. *Change the FLSA status* for the classifications identified on the attached pages **effective May 19, 2002**. No reallocations need to be processed. Questions regarding nonrepresented employees and classifications may be directed to Leean White at (608) 267-0344. Questions regarding represented WPEC employees and classifications may be directed to Wil Mickelson at (608) 266-0714.

Alphabetical Listing of Classifications:

The Alphabetical Listing of Classifications (Alpha List) is available on the DER Web Page at <http://der.state.wi.us/static/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 Judy Burke at (608) 267-5168 if you have any questions about information contained in the Alpha List. Contact Pat Waterman at (608) 266-8149 if you are having problems using the file.

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.

Michael R. Soehner, Administrator
Division of Merit Recruitment and Selection

WAM

NONREPRESENTED CLASSIFICATIONS

Classification		Class	Pay	Unit	EEO	New	FLSA	Job	CIC
		Code	Range	Code	Cat.	FLSA	LTE	Group	Code
<u>CHANGE THE FLSA STATUS</u>									
1)	Corrections Administrative Specialist – Confidential	05810	81-04	99	2	M	N	019	026
	Exec Budget & Finance Program Specialist	19110	81-05	97	6	N	N	019	026
	Exec Policy & Budget Analyst - Entry	09311	81-03	99	2	M	N	044	026
	Labor Relations Specialist	11211	81-03	99	2	M	N	020	027
	Management Intern	07340	81-04	99	2	N	N	016	026
	Natural Resources Program Specialist – Confidential	04710	81-04	99	2	N	N	019	026
	Office Management Specialist	04810	81-04	99	2	M	N	019	026
	Paralegal – Confidential	15010	81-04	99	2	M	N	019	026
	Purchasing Agent – Confidential	10410	81-04	99	2	M	N	023	033
	Staff Support Specialist-Confidential	07080	81-04	99	2	M	N	019	026
	Training Officer – Confidential	14710	81-04	99	2	M	N	020	027

WPEC REPRESENTED CLASSIFICATIONS

Classification	Class Code	Pay Range	Unit Code	EEO Cat.	New FLSA	FLSA LTE Code	Job Group	CIC Code
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CHANGE THE FLSA STATUS

1)	Administrative Telecommunications Specialist	15100	07-12	07	2	N	N	019	026
	Administrative Program Coordinator	04900	07-13	07	2	N	N	019	026
	Agriculture Program Specialist – Objective	07861	07-13	07	2	N	N	019	026
	Board Steward 1	74661	07-13	07	4	N	N	293	036
	Business Enterprise Specialist 1	03051	07-12	07	2	N	N	044	026
	Communications Specialist – Journey	12302	07-12	07	2	M	N	131	197
	Communications Specialist – Objective	12301	07-10	07	2	N	N	131	197
	Communications Specialist – Senior	12303	07-14	07	2	M	N	131	197
	Community Services Specialist 1	07361	07-13	07	2	M	N	019	174
	Community Services Specialist 2	07362	07-14	07	2	M	N	019	174
	Community Services Technician 1	07401	07-10	07	2	N	N	019	174
	Community Services Technician 2	07402	07-12	07	2	N	N	019	174
	Contracts Specialist – Objective	04202	07-12	07	2	N	N	019	026
	Contracts Specialist – Senior	04203	07-13	07	2	M	N	019	026
	DOA Program Specialist – Objective	07262	07-13	07	2	N	N	019	026
	Emergency Government Specialist 1	74231	07-13	07	2	N	N	019	005
	Environmental Coordinator	56101	07-13	07	2	N	N	187	225
	Environmental Coordinator – Objective	56102	07-14	07	2	N	N	187	225
	Equal Opportunity Specialist 1	74471	07-10	07	2	N	N	021	027
	Equal Opportunity Specialist 2	74472	07-11	07	2	N	N	021	027
	Equal Opportunity Specialist 3	74473	07-12	07	2	N	N	021	027
	Equal Opportunity Specialist 4	74474	07-13	07	2	N	N	021	027
	Equal Opportunity Specialist 5	74475	07-14	07	2	M	N	021	027

WPEC REPRESENTED CLASSIFICATIONS (Cont.)

Classification	Class Code	Pay Range	Unit Code	EEO Cat.	New FLSA	FLSA LTE Code	Job Group	CIC Code
<u>CHANGE THE FLSA STATUS</u>								
Excise Tax Agent Senior	67702	07-31	07	2	N	N	293	036
Facilities Management Specialist 1	05501	07-13	07	2	N	N	019	026
Fleet & Property Specialist	06670	07-13	07	2	N	N	019	336
Fleet Operations Coordinator	06700	07-14	07	2	N	N	019	307
Gaming Program Specialist – Entry	05001	07-14	07	2	N	N	019	026
Grants Specialist – Objective	04262	07-13	07	2	M	N	019	026
Grants Specialist – Senior	04263	07-14	07	2	M	N	019	026
Health Care Rate Analyst 1	03301	07-10	07	2	N	N	016	065
Health Care Rate Analyst 2	03302	07-12	07	2	N	N	016	065
Health Care Rate Analyst 3	03303	07-14	07	2	N	N	016	065
Industries Program Specialist	07850	07-13	07	2	N	N	019	026
Lottery Customer Services Specialist – Objective	06772	07-13	07	2	N	N	131	197
Lottery Game & Drawing Specialist – Journey	06701	07-12	07	2	N	N	131	187
Lottery Game & Drawing Specialist – Senior	06702	07-14	07	2	N	N	131	187
Marketing Specialist – Objective	06301	07-13	07	2	M	N	131	197
Military Funeral Honors Prog Coordinator	50200	07-13	07	2	N	N	019	026
Motor Vehicle Program Specialist 1	75201	07-11	07	2	N	N	044	036
Motor Vehicle Program Specialist 2	75202	07-12	07	2	N	N	044	036
Motor Vehicle Program Specialist 3	75203	07-13	07	2	N	N	044	036
Motor Vehicle Program Specialist 4	75204	07-14	07	2	M	N	044	036
Natural Resources Program Specialist 1	04701	07-13	07	2	M	N	019	026
Paralegal – Advanced	15002	07-14	07	2	M	N	019	026
Paralegal – Objective	15001	07-13	07	2	M	N	019	026

WPEC REPRESENTED CLASSIFICATIONS (Cont.)

Classification	Class Code	Pay Range	Unit Code	EEO Cat.	New FLSA	FLSA LTE Code	Job Group	CIC Code
<u>CHANGE THE FLSA STATUS</u>								
Procurement Specialist	10461	07-13	07	2	N	N	023	033
Program & Planning Analyst 1	09401	07-10	07	2	N	N	044	065
Program & Planning Analyst 2	09402	07-12	07	2	N	N	044	065
Program & Planning Analyst 3	09403	07-13	07	2	M	N	044	065
Program & Planning Analyst 4	09404	07-14	07	2	M	N	044	065
Program Schedule Coordinator	59460	07-13	07	2	N	N	131	187
Public Utility Financial Analyst – Journey	00362	07-15	07	2	N	N	016	023
Publications Editor 1	12201	07-10	07	2	N	N	131	197
Publications Editor 2	12202	07-11	07	2	N	N	131	197
Publications Editor 3	12203	07-13	07	2	M	N	131	197
Purchasing Agent	10401	07-12	07	2	N	N	023	033
Purchasing Agent – Objective	10402	07-14	07	2	M	N	023	033
Real Estate Specialist – Journey	03402	07-14	07	2	M	N	159	254
Records/Forms Management Specialist 1	05701	07-12	07	2	N	N	019	026
Records/Forms Management Specialist 2	05702	07-13	07	2	M	N	019	026
Records/Forms Management Specialist 3	05703	07-15	07	2	M	N	019	026
Regulatory Specialist 1	04501	07-12	07	2	N	N	019	026
Regulatory Specialist 2	04502	07-13	07	2	N	N	019	026
Revenue Services Consultant 1	06761	07-13	07	2	N	N	044	065
Revenue Tax Specialist 1	01101	07-78	07	2	M	N	016	023
Revenue Tax Specialist 2	01102	07-78	07	2	E	N	016	023
Revenue Tax Specialist 3	01103	07-79	07	2	E	N	016	023
Risk Management Specialist 1	04301	07-12	07	2	N	N	019	026

WPEC REPRESENTED CLASSIFICATIONS (Cont.)

Classification	Class Code	Pay Range	Unit Code	EEO Cat.	New FLSA	FLSA LTE Code	Job Group	CIC Code
<u>CHANGE THE FLSA STATUS</u>								
Risk Management Specialist 2	04302	07-13	07	2	M	N	019	026
Risk Management Specialist 3	04303	07-14	07	2	M	N	019	026
Sales and Marketing Specialist	92200	07-12	07	2	N	N	023	013
Securities Examiner	03200	07-77	07	2	N	N	016	023
Staff Support Specialist	07070	07-13	07	2	M	N	019	026
Technical Writer – Objective	14402	07-14	07	2	N	N	131	184
Tourist Promotion Representative	12700	07-11	07	2	N	N	187	323
Training Officer 1	14501	07-12	07	2	N	N	020	027
Training Officer 2	14502	07-14	07	2	M	N	020	027
UW Athletics Program Specialist	58400	07-13	07	5	N	N	187	026
UW Program Specialist 1	06501	07-12	07	2	M	N	019	026
UW Program Specialist 2	06502	07-13	07	2	M	N	019	026
UW Program Specialist 3	06503	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: May 19, 2002