

State of Wisconsin

OFFICE OF STATE EMPLOYMENT RELATIONS

DIVISION OF MERIT RECRUITMENT AND SELECTION BULLETIN

Date: August 7, 2005

Subject: Miscellaneous Classification Plan Changes

Locator No: OSER-0073-MRS/SC

Pursuant to s. 230.09, Wis. Stats., the Director of the Office of State Employment Relations (OSER) has approved the classification plan changes identified on this bulletin. Regardless of the actual notification date, the **effective date is August 7, 2005**, unless otherwise stated.

- 1) ***Abolish*** the **Actuary 1 and 2** classifications, **effective August 7, 2005**, because these classifications are no longer being used. No reallocation notices are necessary for this action. Questions may be directed to Denise Kohout at (608) 266-0712.
- 2) ***Abolish*** the **Film Office Director** classification, **effective August 7, 2005**, because this classification will no longer be used. No reallocation notices are necessary for this action. Questions may be directed to Denise Kohout at (608) 266-0712.
- 3) ***Change the FLSA status*** of the **Executive Policy & Budget Analyst-Entry** classification, **effective August 7, 2005**, for permanent employees from mixed to exempt. No reallocation notices are necessary for this action. Questions may be directed to Denise Kohout at (608) 266-0712.
- 4) ***Change the Job Group*** identifier of the **Environmental Assistance Coordinator** classification, **effective August 7, 2005**, because this classification is a professional WPEC represented job and is more appropriately identified as Program Support Professional and Supervisors. No reallocation notices are necessary for this action. Questions may be directed to Pat Waterman at (608) 266-8149.
- 5) ***Modify*** the **Corrections Services Manager** classification specification, **effective August 7, 2005**, to clarify and remove references to specific allocations. No reallocation notices are necessary for this action. Questions may be directed to Stacie Meyer at (608) 267-1013.
- 6) ***Modify*** the **Revenue Tax Specialist 1** classification specification, **effective August 7, 2005**, to add a new allocation. No reallocation notices are necessary for this action. Questions may be directed to Tammy Haack at (608) 266-8232.
- 7) ***Modify*** the **Social Services Specialist 1 and 2** classification specification, **effective August 7, 2005**, to reflect an update to add clarification as to what constitutes a social services program and add better definition through the specification. The affected agency will process manual reallocation notices necessary for this action. Questions may be directed to Linda Kirner at (608) 266-0714.

Internet Availability:

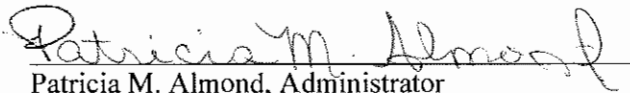
The target date for the availability of classification specifications from this bulletin on the OSER Web Page is June 27, 2005. This is the only notification DMRS will be providing, so please share this information with appropriate agency staff. Any questions should be directed to Debra Bower at (608) 267-5162.

Alphabetical Listing of Classifications:

The Alphabetical Listing of Classifications (Alpha List) is also available on the OSER Web Page 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 Debra Bower at (608) 267-5162 if you have any questions about information contained in the Alpha List.

Contact Points:

Questions may also be directed to the appropriate consultant at the OSER Fax number (608) 267-1000 or by e-mail at (using the consultant's name) firstname.lastname@oser.state.wi.us.



Patricia M. Almond, Administrator
Division of Merit Recruitment and Selection

| Classification | | Class Code | Pay Range | Unit Code | EEO Cat. | FLSA | FLSA LTE Code | Job Group | CIC Code |
|------------------------------------|---|------------|-----------|-----------|----------|------|---------------|-----------|----------|
| <u>ABOLISH</u> | | | | | | | | | |
| 1) | Actuary 1 | 46201 | 08-07 | 08 | 2 | E | N | 044 | 066 |
| | Actuary 2 | 46202 | 08-09 | 08 | 2 | E | N | 044 | 066 |
| 2) | Film Office Director | 19900 | 81-03 | 17 | 2 | E | N | 019 | 197 |
| <u>CHANGE FLSA STATUS</u> | | | | | | | | | |
| 3) | Executive Policy & Budget Analyst-Entry | | | | | | | | |
| | OLD | 09311 | 81-03 | 99 | 2 | M | N | 044 | 026 |
| | NEW | 09311 | 81-03 | 99 | 2 | E | N | 044 | 026 |
| <u>CHANGE THE JOB GROUP</u> | | | | | | | | | |
| 4) | Environmental Assistance Coordinator | | | | | | | | |
| | OLD | 12900 | 07-03 | 07 | 2 | E | N | 187 | 225 |
| | NEW | 12900 | 07-03 | 07 | 2 | E | N | 019 | 225 |
| <u>MODIFY</u> | | | | | | | | | |
| 5) | Corrections Services Manager | 49460 | 81-01 | 19 | 1 | E | N | 001 | 006 |
| 6) | Revenue Tax Specialist 1 | 01101 | 07-03 | 07 | 2 | M | N | 016 | 023 |
| 7) | Social Services Specialist 1 | 51871 | 12-06 | 12 | 2 | E | N | 112 | 174 |
| | Social Services Specialist 2 | 51872 | 12-07 | 12 | 2 | E | N | 112 | 174 |

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

Effective Date Items 1-7: August 7, 2005