

DECEMBER PROGRESS REPORT

OSER's 2006-2007 Classification Survey Program

In light of the fact that OSER Survey Managers and Agency Survey Coordinators were busy communicating the kick-off of this survey cycle to employees and working with supervisors to ensure the position descriptions of affected positions are accurate, there was no meeting between OSER and the Agency Survey Coordinators held in December 2006. In addition, many of the people involved in coordinating survey activities were unavailable for a meeting due to holiday vacation scheduling. This report is intended to serve as communication to the Agency Survey Coordinators in lieu of a December meeting.

Agencies are in the process of making arrangements for interviews of employees whose positions are considered benchmark positions for the surveys currently underway. Benchmark positions are those that are representative of a number of positions performing similar functions as well as those positions that are unique within a classification. Many of the interviews will be conducted in the Madison area however there are also a number scheduled in outlying areas of the state, as necessary. Audits/interviews have already begun for some of the surveys.

A brochure answering questions employees frequently ask has been provided to agencies that have positions affected by the surveys. Some OSER Survey Managers have also developed informational letters intended for distribution to the affected employees by the Agency Survey Coordinators in an effort to keep the affected employees informed of the review being conducted.

Questions about the status of any classification survey currently underway may be directed to the designated OSER Survey Manager.

Boiler Safety Inspectors & Elevator Safety Inspectors (Stephen Hermosillo, OSER Survey Manager)

All positions are located in the Department of Commerce. Audits were conducted in December. Revised class specifications are currently under review with a simplified classification structure anticipated for the future.

Education Professionals (Kris Chilsen, OSER Survey Manager)

Most of the positions in this survey are located in the Department of Public Instruction (DPI) and will be interviewed by DPI human resources staff during the months of December and January with the OSER Survey Manager participating in some of the audits. Other agencies affected by this survey include the Departments of Justice, Veterans Affairs, Workforce Development and the Wisconsin Technical College System Board. The OSER Survey Manager will likely participate in those interviews, with assistance from the agency human resources staff.

Human Resource Professionals (Tori Pettaway, OSER Survey Manager)

Audits of select positions are currently underway and are anticipated to be complete in early January. This survey was undertaken in an effort to determine if it would be appropriate to combine a number of human resources professional classification series in an effort to simplify the existing classification structure.

<p>NOTE: The Executive Human Resources Specialist series is also being surveyed at this time by Leean White in order to update the classification specifications to reflect the fact that the classification and staffing functions are now combined, to more accurately describe the work of the Compensation Analyst and to include description in the specification of the recruitment/retention specialization within DMRS.</p>

Instrument Makers (Dean Paynter, OSER Survey Manager)

The process of updating position descriptions is somewhat behind schedule however with the relatively small number of positions involved it is not anticipated to be a problem at this time. Interviews will likely be held on the UW Madison and UW Milwaukee campuses.

Program & Planning Professionals (Tammy Haack, OSER Survey Manager; Stephen Hermosillo, Jackie Koeller, Jennifer den Daas & Tori Pettaway, co-managers)

This is the largest of the surveys being completed during this survey cycle. The OSER survey team developed a set of core questions that will be asked during audits in order to ensure the same information is being gathered by all members of the survey team. Letters have been distributed to affected employees and survey audits are scheduled to begin on January 2 and run through the month of January. The OSER Survey Manager met with WPEC to explain the intent of the survey activity.

Student Status Examiners (Dean Paynter, OSER Survey Manager)

Due to the wide variety of work assigned to positions in this classification series, it was determined important to convene and meet with a group of subject matter experts before gathering information from the position incumbents. OSER will participate in interviews at the UW Madison and UW Milwaukee campuses. Interviews with employees on other campuses will be completed primarily by human resources staff from UW System Administration. Audits are anticipated to be completed by the end of January.

Teacher Assistants (Patty Almond & Liz Pedretti, OSER Survey Managers)

Interviews have been conducted with some of the employees. Some audits are still being scheduled. The information gathered during audits is now under review in assessing the need to update the existing classification specifications to reflect the work performed and any credentials that may be required for positions performing this function.

Transportation Customer Representatives (Jackie Koeller, OSER Survey Manger, working with Barb Paltz, DOT Survey Coordinator)

DOT is taking the lead in conducting this survey with OSER oversight. Updated PDs are due to the DOT Survey Coordinator by January 20. Employees received an informational letter announcing the survey in early December.

Victim Services Specialists (Leean White, OSER Survey Manager)

Information gathering is completed. Draft revised classification specifications have been shared with the affected agencies and the updated, modified specs are expected to be published in February 2007.