

MARCH 2007 PROGRESS REPORT
OSER's 2006-2007 Classification Survey Program

Interviews with employees whose positions are affected by the surveys are in the last phase and coming to an end. Most of the interviews were completed in February with a few yet to be conducted during March. Updates are posted on the OSER web-site on a monthly basis in a continuing effort to provide information to the affected employees.

The implementation of the surveys is dependent upon negotiation of pay range assignments for classifications that are represented by unions. Actual implementation date of the survey results is unknown at this time.

New specifications will be shared with agency representatives at the appropriate time in order to solicit feedback on the concepts under development. 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. New class specifications are currently being developed.

Education Professionals (Kris Chilsen, OSER Survey Manager)
The majority of the DPI class specs have been drafted and are under review. The two remaining specs that are still being drafted are the specs for the Education Specialist and the Education Program Specialist positions. There may be potential to eliminate one classification by incorporating the duties into another title. Classifications under review are single level classes and there does not appear to be any justification for creating additional levels.

Audits have been completed at the Departments of Justice, Administration, and the Wisconsin Technical College System Board. We are in the process of reviewing the class specs to make sure agencies are included in the appropriate class specs.

Interviews at DVA for the Education Consultant positions will be conducted in March.

Human Resource Professionals (Tori Pettaway, OSER Survey Manager)
The first draft of new specifications has been completed and is under review within OSER. The Executive HR Specialist series is also under review. New specifications have been drafted and are under review to reflect changes in the assigned work.

Instrument Makers (Dean Paynter, OSER Survey Manager)
Interviews were completed during the month of February. Subject matter experts were consulted in an effort to gain a better understanding of the work assigned to these positions. Specifications are in the process of being updated.

Program & Planning Professionals (Tammy Haack, OSER Survey Manager; Stephen Hermosillo, Jackie Koeller, Jennifer den Daas & Tori Pettaway, co-managers)
Interviews have been completed. Preliminary classification concepts are being considered by the survey team and drafting of the new class specifications are underway. With the transfer of Tammy Haack to DOT, Leean White is resuming leadership of this process.

Student Status Examiners (Dean Paynter, OSER Survey Manager)
Interviews were completed during the month of February. Subject matter experts were consulted in an effort to gain a better understanding of the work assigned to these positions. Specifications are in the process of being updated.

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

The TA list has been sent out and coordinators were asked to place each employee in either entry or objective categories. We received the placement decisions from 3 out of the 4 agencies. Class specs are currently under revision.

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

DOT has completed over 60 audits in the month of February. They are now in the process of reviewing the results. The survey is scheduled for completion in May 2007.

Victim Services Specialists (Leean White, OSER Survey Manager)

Information gathering is completed. Revised classification specifications have been drafted and shared with the affected agencies. Publication of the new specifications may not be implemented until the changes have been discussed with the bargaining unit representing the affected employees.