

ANNOUNCING

OSER's 2006-2007 Classification Survey Program

The Office of State Employment Relations (OSER) is embarking on the 2006-2007 Personnel Management Survey (aka Classification Survey) program. The occupational areas covered by these surveys are:

Boiler Safety Inspectors
Elevator Safety Inspectors
Education Consultants, Coordinators and Specialists
Human Resources Specialists
Instrument Makers
Program and Planning Analysts
Student Status Examiners
Teacher Assistants
Victim Services Specialists

Employees who occupy positions in one of the classifications or occupational areas identified above should be hearing from representatives from their agency's human resources office regarding details of the survey activities. OSER plans to publish monthly updates on the OSER website in an effort to keep affected employees apprised of the progress of the survey program in general.

Classification surveys will be conducted by gathering information from employees and supervisors regarding the work assigned to and performed by representative positions. Most interviews with employees will be conducted during January 2007 by OSER staff, with agency human resources staff also encouraged to participate.

Position descriptions will be relied upon heavily during the analysis of the information presented to OSER. The importance of accurate, up-to-date position descriptions in this process cannot be overstated.

Agency human resources staff will work closely with OSER staff to gather information, conduct job analysis and assess whether the existing classification structures need to be changed. The primary goals in conducting the surveys are to simplify the existing classification structure wherever appropriate to do so and to ensure that the classification specifications accurately and concisely describe the work performed. Employee input is very important to the success of the survey activity. In some cases, agency staff will take the lead on conducting the review with OSER oversight. In other cases, OSER will take the lead.

Bulletin [OSER-0142-MRS](#) provides more detail on the survey program and can be found on the OSER web site at . If, after reading this bulletin, you have more questions as to whether your position or other positions in your agency may be affected by these

classification surveys, please contact your agency's central human resources office for more specific information.

These surveys are planned to be completed in time to share the results with any affected unions during negotiation of the 2007-2009 labor agreements. This step in the survey process is required by law for classifications represented by collective bargaining units. Agreement must be reached between the employer and the affected union on the pay range assignments of any new classifications that may be created as a result of these surveys before new classifications can be implemented.

Questions on the overall 2006-2007 personnel management program may be directed to Leean White, Director, Bureau of Agency Services at (608) 267-0344 or via e-mail at Leean.White@Wisconsin.gov. Questions on specific survey activities may be directed to the OSER Survey Manager identified in Bulletin OSER-0142-MRS.