

## DECEMBER 2008 PROGRESS REPORT

### OSER's 2007-2009 Classification Survey Program

Updates are posted on the OSER web-site on a bi-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. Bulletin OSER-0217-MRS provides more detail on the survey program and can be found on the OSER web site, Reference Center tab. 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.

Animal Health Regulators (Pat Waterman, OSER Survey Manager)

This survey has been led by DATCP with oversight from OSER.

DATCP completed the survey and had classification recommendations to the OSER Survey Manager in early December 2008. The survey resulted in modification to update the classification specification duties of all three classes. The title of "Animal Health Inspector- Entry" has changed to "Animal Health Inspector." There was no change to the Objective level title. The "Animal Health Consultant" title is being changed to "Animal Health Compliance Specialist." The changes are being announced in the February 15, 2009, bulletin.

Archivists (Shari Nevel, OSER Survey Manager)

Interviews are complete and we are in the process of compiling the notes for agency HR review and input.

Curators (Shari Nevel, OSER Survey Manager)

Interviews are complete and we are in the process of compiling the notes for agency HR review and input.

Librarian (Shari Nevel, OSER Survey Manager)

Interviews are complete and we are in the process of compiling the notes for agency HR review and input.

Locksmith (Dean Paynter, OSER Survey Manager)

Locksmith audits will mostly be done the week of October 20 -24. Locksmiths are located at various university campuses, DOC, DHS, DVA and DOA. The original scheduled audits are complete. We are gathering additional information for analysis in January. Once analysis is complete OSER will meet with agency HR staff to discuss preliminary findings.

Trust Funds Assistant (Scott DuBenske, OSER Survey Manager)

This survey is being led by ETF with oversight from OSER.

All positions are located in ETF. Position audits will be conducted during the month of January, 2009.