

FEBRUARY 2007 PROGRESS REPORT

OSER's 2006-2007 Classification Survey Program

A meeting of the OSER Survey Managers and Agency Survey Coordinators was held on February 1 to discuss the status of the various current classification surveys.

Interviews with employees whose positions are affected by the surveys are underway. Most of the interviews were completed in January with a few yet to be conducted during February. 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 positions in this survey are located in the Department of Public Instruction (DPI), and most interviews have been completed. Other agencies affected by this survey include the Departments of Justice, Veterans Affairs, Administration and the Wisconsin Technical College System Board. Audits need to be conducted at Justice (scheduled for 2/8/07) and Veterans Affairs but all other agency audits have been completed. New classification specification have been drafted by DPI. 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.

Human Resource Professionals (Tori Pettaway, OSER Survey Manager)

Audits were completed in early January. It appears it may be appropriate to consolidate a number of the classifications into the HR Specialist series. 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 to reflect changes in the assigned work.

Instrument Makers (Dean Paynter, OSER Survey Manager)

Interviews are beginning with this group of employees and should be completed during February. Subject matter experts have been consulted in an effort to gain a better understanding of the work assigned to these positions. Specifications are not yet being drafted because the process of gathering information is not yet complete.

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

Most interviews have been completed. Preliminary classification concepts are being considered by the survey team and drafting of the new class specifications is anticipated to begin in the near future.

Student Status Examiners (Dean Paynter, OSER Survey Manager)

Interviews are underway with this group of employees and should be completed during February. Subject matter experts have been consulted in an effort to gain a better understanding of the variety of work assigned to these positions.

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

Interviews have been completed and class concepts are currently being developed. Agencies have been contacted about some concerns raised by employees and OSER has communicated those concerns to the appropriate agency HR offices.

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

DOT is in the process of conducting interviews. Employees receive information on the status of this review through the DOT intra-net and e-mail as progress is made. The titles of the two series under review are likely to change due to the fact that they are very similar and often create confusion.

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 is not likely to occur in February as previously predicted. They may not be implemented until the changes have been discussed with the bargaining unit representing the affected employees.