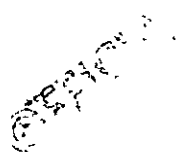


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GERMAINE MESHAK,
 Appellant,
 v.
 JOHN C. WEAVER, President,
 University of Wisconsin, and
 C. K. WETTENGEL, Director,
 State Bureau of Personnel,
 Respondents.

Case No. 74-2

* * * * *



OPINION AND ORDER

Before: JULIAN, Chairperson, SERPE and STEININGER, Board Members.

NATURE OF THE CASE

This is an appeal from the denial of a reclassification from Shipping and Mailing Clerk 1 to Shipping and Mailing Clerk 2.

FINDINGS OF FACT

Appellant is a permanent employee in the classified service. At all relevant times she has been employed as a Shipping and Mailing Clerk 1 at the mail department, University of Wisconsin - Stevens Point.¹ The mail department has been supervised by Conrad Pieczynski, a Shipping and Mailing Clerk III. The other employees in the department were the Appellant and a Roger Myre, both Shipping and Mailing Clerk I's, as well as a number of part-time students.

¹At the time of the hearing of this case it appeared that the Appellant was scheduled to be reclassified due to a planned restructuring of the mail room operation.

The Appellant provided some guidance to Mr. Myhre and the students. Appellant did not operate large complex shipping and mailing room equipment. Duties included intercampus mail pickup, sorting, wrapping, metering, routing (including foreign mail), filling out declarations, lifting mail sacks, making out Permit 19 forms, filling out REA forms, operating postage meter scales, postage meter, stacker, timing machine, and labeling machines, guiding other employees in equipment operations, keeping various postal and accounting records, handstuffing envelopes, taping, labeling, and wrapping packages, and related work. She worked under limited supervision or guidance.

The class description for Shipping and Mailing Clerk 1 is as follows:

Definition:

This is routine manual and clerical work in a shipping and mailing operation. Under close supervision or guidance employees in this class perform routine mail handling and processing, pickup and delivery of inter office or campus mail, and assist in the shipping and mailing of letters, packages, parcels, and other materials. Work assignments are routine and repetitive in nature.

Examples of Work Performed:

Sort, wrap, weigh, meter and route mail, packages and parcels.
Pickup and deliver inter office or campus mail.
Lift and handle large mail containers and heavy cartons.
May hand stuff envelopes, tape and label packages.
May make out freight bills, UPS bills, postage figures, etc.
May receive, store and distribute a stock of printed material.
May operate postage meters, scales, and other simple mail room equipment.

The class description for Shipping and Mailing Clerk 2 is as follows:

Definition:

This is lead work guiding a small, relatively simple shipping and mailing room or campus mail operation; or operation of large complex shipping and mailing room equipment. Under limited supervision or guidance, employees in this class function as lead workers in routine mail handling and processing, pickup and delivery of inter office or campus mail and shipping and mailing letters, packages, parcels and other materials. In the operation of complex shipping and mailing room equipment, employees would set up, operate and maintain large multiple station inserting machines and multipurpose labeling machines. Work is reviewed by superiors through general examination of records and procedures.

Areas of specialization:

Lead worker in small, relatively simple shipping and mailing or campus mail operations. Operation of large complex mail room equipment.

Examples of Work Performed:

Plans, guides, and assists in the pickup and delivery of inter-office or campus mail and the sorting, wrapping, weighing, metering, and routing of other mail, packages and parcels. Lift and handle large mail containers and heavy cartons. Make out freight bills and other shipping bills. Operate postage meters, scales and other simple mail room equipment. Operate, set up and maintain large complex multistation inserting equipment. Operate, set up and maintain large complex multipurpose labeling machines. May train and guide other employees in equipment operations. Keep records and make reports. May hand stuff envelopes, tape and label packages.

CONCLUSIONS OF LAW

It is apparent on reading the foregoing definitions of the classifications in question that in the absence of "large complex shipping and mailing room equipment" there is not a great deal of difference between the physical duties of the two classifications. The terminology "routine mail handling and processing, pickup and delivery of inter-office or campus mail and shipping and mailing

of letters, packages, parcels and other materials" appears in both definitions. The crux of the difference between the classifications lies in the nature of the supervision performed and received by the employee. The Clerk 2 operates under limited supervision and performs "lead work guiding a small, relatively simple shipping and mailing room or campus mail operation" according to the definition. The Clerk 1 works "under close supervision." There is no mention of any lead work by him or her.

As was found above, the Appellant does perform some limited lead work functions with regard to student help. She provides some guidance to Mr. Myhre. She works under limited supervision. At the same time she is not the lead worker for the entire mail room -- i.e., her lead work is not in "guiding a small, relatively simple shipping and mailing room or campus mail operation." This overall guidance is provided by Mr. Pieczynski who is in charge of the mail department. However, the Appellant is not supervised closely by Mr. Pieczynski.

Thus is presented a problem fairly common in classification appeals. The employee's activities overlap both class descriptions. Perhaps unfortunately in such cases there is no provision for "splitting the difference" or classifying the employee in an intermediate position. The classification must be as Clerk 1 or Clerk 2 and where there is some overlap the employee must be placed in the classification which comes closest to matching his or her actual duties.

In this case we conclude that the core of the Clerk 2 classification concerns the supervision of a mail operation. The lead

work involved is specifically tied into this point: "this is lead work guiding a small, relatively simple shipping and mailing room or campus mail operation. . . ." (Emphasis Supplied.) As we have noted, the Appellant provides some guidance to Mr. Myhre and the students, she does not guide the entire operation as this is done by Mr. Pieczynski.

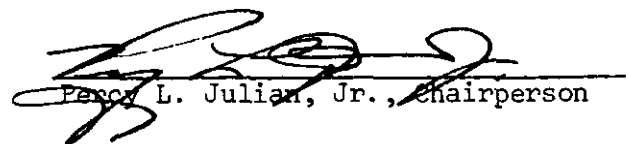
Balanced against this consideration is the fact that Appellant does not work under close supervision. However, regardless of the nature of an employee's duties, it is not unusual that an employee of long experience and high level of competency such as the Appellant would function with a minimum amount of supervision. Therefore we place less weight on this factor in determining the appropriateness of Appellant's classification.

ORDER

IT IS HEREBY ORDERED that the actions of the Respondents are affirmed.

Dated September 30, 1975.

STATE PERSONNEL BOARD


Percy L. Julian, Jr., Chairperson