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SYLVIA HOYNACKI,	*
•	* OPINION
Appellant,	* AND
	* ORDER
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VERNE KNOLL, Deputy Director,	ORDER
State Bureau of Personnel,	*
,	*
, Respondent.	*
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Case No. 75-223	*
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Before: DEWITT, Chairperson, MORGAN and HESSERT, Board Members (WILSON and WARREN, Board Members, dissenting)

Nature of the Case

The case is an appeal of a denial of a reclassification request from Job Service Specialist 2 to Job Service Specialist 3.

Findings of Fact

Appellant is a permanent employe in the State classified service, employed as a Job Service Specialist 2 in the South Milwaukee Office of the Job Service, Department of Industry, Labor and Human Relations. Appellant was employed there as an Employer Relations Representative from 1946 until 1971, following which the entire Job Service Program was reorganized pursuant to a survey by the Department of Administration. Under the new organization, Appellant was reallocated to Job Service Specialist 2. Appellant requested and was denied reclassification to Job Specialist 3. The parties stipulated to the following issue:

"Whether or not the duties and responsibilities of the Appellant's position as identified in the position description dated December 11, 1975 are properly classified as Job Service Specialist 2 or Job Service Specialist 3."

Appellant's responsibilities and duties as identified in the position description dated December 11, 1975, are as follows:

- Performs the following with a minimum of supervision:
 Contacts employers by phone or personal visit to promote
 use of Job Service. Through employer contacts, provides
 a intra-unit relationship in supplying job openings to
 placement staff.
- 20% Interviews and assesses employability development needs of clients.
- Relates with unit counselor in behalf of clients' needs and provides job development for area III clients.

 Contacts employers and/or to make placement follow-up on clients; monitors use of Job Bank equipment by non-Job Service personnel, assuring proper use of Job Bank information and recording procedures. Performs other related work as required.
- 4% EEO Office Specialist, handling all discriminatory practices and giving special assistance to minority groups.
- 1% Migrant Opportunities specialist. Should these services be needed in this office, her job is to supply services needed to help applicant obtain them.

Conclusions of Law

In appeals from reclassification request denials, the burden is on the appealing party to prove that the decision of the Director was incorrect. An employe is not entitled to reclassification simply because some of his or her duties fall within a higher classification. Determination of the proper classification requires a weighing of the position standards involved and the actual work performed to determine which classification best fits the position.

The position of Employer Relations Representative, as defined in the Position Standard for Job Service Specialist 3 provides that the person filling that position:

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". . . plans, coordinates, and controls all employer relations activities in a geographic area of the state; follows up on employer complaints . . .; schedules and monitors employer visits and promotional activities of Job Service staff; . . ."

Under the Position Standard for Job Service Specialist 2 are listed Placement Specialists, who:

". . . visit employers to promote job service programs and jobs for special applicants, assist applicants in assessing employment potential by providing labor market information."

Also listed with Job Service Specialist 2 are Job Developers, who:

"develop employment and training opportunities for difficult to place applicants."

It is clear that many of the specific tasks performed by a Specialist 3

Enployer Relations Representative are also performed by a Specialist 2 Placement Specialist or Job Developer. Both classifications involve employer contact
for purposes of promoting their participation in Job Service programs.

The key distinction between the Specialist 2 contact and the Specialist 3 contact is the nature of the contact and the amount of responsibility for the contact. At the Specialist 3 level, the employe would have general control over all employer contact in an area, while at the Specialist 2 level, contact would be more limited and for more specific client service purposes.

Appellant functions at the Specialist 2 level. While she has considerable contact (60% of her time) with employers, Appellant does not have control over all employer contact. Appellant is expected to report her employer contact to the Specialist 3 who is assigned as the Employer Relations Representative for her area.

Appellant in this case is in a somewhat unique situation. The fact that she has been involved in Job Service work since the 1940's in the Milwaukee area gives her a great deal of knowledge concerning employers in the area.

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She has a long history of employer contact experience which she is able to draw upon when attempting to aid her clients. Her experience makes her a very productive and well qualified Job Service Specialist 2. However, the strength of her work and her excellent performance and experience are not the determining factors in a classification question. The central issue is what Appellant does, and not how she does it. Appellant's current position is properly classified as a Job Service Specialist 2.

Order

It is hereby ordered that the action of the Deputy Director appealed from is affirmed and the appeal is dismissed.

STATE PERSONNEL BOARD

aurene DeWitt. Chairperson