



There were three other sections in the Division, to wit: Manuscripts, Iconographic, and Reference. The appellant functioned as lead worker for his section. His duties and responsibilities included the coordination, development, and implementation of policies, programs and operating procedures in the Archives Section. His work included the accessioning, selection, organizing, cataloging, writing of descriptions and inventories of records in the state archives, the appraisal of government records and the presentation of evaluations to the division head as to whether the records have sufficient archival, long-term value to warrant permanent preservation in the state archives, the performance of assignments that cross section lines, in particular the examination and evaluation of collections of labor, financial and business records held by the manuscripts section, the compilation of statistical, space planning and other reports, researching the more difficult reference requests referred to the section by the reading-reference room section and assisting directly agency personnel, constitutional officers and legislators in their reference requests. Accessioning means the taking into custody both physically and legally of records from outside the agency. In the case of the archives section, these records were from state and local government agencies. The manuscripts section handled records from private sources. With respect to appraisal, the appellant advised the state archivist and division chief, his immediate and sole supervisor, Mr. Ham, as to whether agency requests of the public records board for authorization for destruction of records should be authorized. Once the records were received by the Society, the appellant had the responsibility for determining what part of the records to keep and what to destroy. During the period of the division chief's absences in 1974 and 1975, the appellant was responsible for the performance of certain limited administrative functions such as the coordination of communications among the sections as to what salary the student employes would be paid, subject to the final decision by Mr. Ham, the preparation

of monthly reports to the society director, and filling in for Mr. Ham at the meetings of the public records board. The appellant did not initiate divisional policies or programs nor would he have done so without first conferring with Mr. Ham.

In addition to performing certain divisional activities in Mr. Ham's absence, appellant performed other work outside his section. On an ongoing basis he has given advice and consultation to the manuscripts section on all types of financial records. Projects exemplifying this function included examining, clarifying, and describing the records of the Plankinton Bank of Milwaukee; reviewing and deciding what to retain of the United Artists collection, as well as training the staff that were to be involved in that project on an ongoing basis; examining, inventorying, and describing the financial records of the McCormick collection; and similar functions with respect to the International Brotherhood of Teamsters, 1902-1952. The appellant's work with the manuscripts section has had a substantial impact on the operation of that section. The appellant's activities in the cataloguing area has had a substantial impact on the reference section. None of appellant's work has had a direct impact on the iconographic section.

Copies of the archivist series class specifications are attached hereto (Respondents' Exhibit 2).

#### CONCLUSIONS OF LAW

The definition section of the Archivist IV specifications include the following language (see Respondents' Exhibit 2):

"This is highly responsible professional and lead archival work in the State Historical Society. Employees in this class carry responsibility for coordinating programs and developing policies which have or will have a major impact on the overall operation of a division. The responsibilities of this class also involve the review of suggestions from subordinates for changes in policies and practices and only a few of these are referred to the State Archivist for further preimplementation evaluation. In isolated instances, positions may be allocated to this

class which do not involve the coordinative and policy-oriented duties described above. In this case, the employe carries responsibility for developing a major program (usually a major new function, program or service which the organization previously did not perform). This program development carries with it responsibilities for making initial contacts with prospective donors to the collection, the selection of whom should be contacted, and which items in the selection to keep. (emphasis supplied)

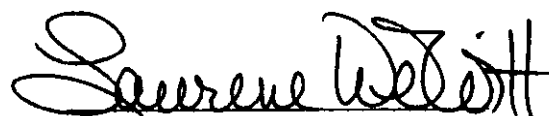
It is undisputed that appellant's position did not fall within the second part of the definition, "in isolated instances . . ." Appellant's work did not have a direct impact on one of the four sections, the iconographic section. We can not interpret the underscored language in the definition to include a situation where a section's operation was so important to the operation of the division that it may be said to affect the entire division even though it had no individualized impact on a specific section. Such an interpretation would be at odds not only with the "overall operation" wording but also with the amplifying language "coordinative and policy oriented duties described above." Appellant's theory expressed by his counsel seems to be that if the appellant is not classified as an Archivist IV then noone in the division would be eligible for this classification (under the first subclass found in the definition section) and that this renders the classification "artificial" and the respondents' position erroneous. Assuming that the division is structured in a fashion that would not admit an Archivist IV classification in the first subclass, we do not believe the conclusion urged by appellant necessarily follows. The appellant's position clearly fits within the class specifications for Archivist III, and the director's decision denying reclassification should be affirmed.

ORDER

The director's decision denying appellant's reclassification request is affirmed and this appeal is dismissed.

Dated August 25, 1977.

STATE PERSONNEL BOARD

  
Laurene DeWitt, Chairperson