

STATE OF WISCONSIN

STATE PERSONNEL BOARD

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NEDRA J. LINK,

Appellant,

v.

DEPUTY DIRECTOR, Bureau of Personnel,

Respondent.

Case No. 76-214

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LOLA M. MEVES,

Appellant,

v.

DEPUTY DIRECTOR, Bureau of Personnel,

Respondent.

Case No. 76-219

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Before: James R. Morgan, Calvin Hessert and Dana Warren, Board Members.

NATURE OF THE CASE

These are appeals of reallocations from Payroll Clerk 1 to Typist 3 pursuant to §16.05(1)(f), Wisconsin statutes.

FINDINGS OF FACT

1. At all relevant times the appellants have been permanent employes in the classified service with the Department of Transportation, State Patrol, Bureau of Enforcement, District 1 (Link) and District 2 (Meves).

2. Both appellants' positions were reallocated by the director from Payroll Clerk 1 to Typist 3 effective September 12, 1976.

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3. Appellants' duties and responsibilities are basically similar and include:

- a. The review of FOS (Financial Operating System) forms on which the troopers record hours and activities;
- b. The preparation of further records involving the use of a numerical code system;
- c. The preparation of a biweekly payroll report for the district which involves the breakdown of reported hours into various categories such as straight time, overtime, night differential, etc.;
- d. The maintenance of independent leave and salary account data in order to answer employes' questions and provide a basis for comparison with the results obtained by central payroll if these figures are questioned by employes;
- e. Answering employes' questions regarding fringe benefits;
- f. Miscellaneous related duties and responsibilities including filing, typing, and the preparation of various reports.

4. The biweekly payroll reports plus any other payroll material such as deduction authorizations and insurance forms are submitted to the Bureau of Enforcement's central office payroll, personnel and budget coordinator, Arlene Kirkesch.

5. Ms. Kirkesch reviews in summary fashion the biweekly payroll reports and puts together the Bureau's payroll documents for submission to the Department of Transportation payroll office (Office of Budget, Finance, and Accounting). In so doing she is responsible for transcribing all district time reports onto the master nonstandard time report and posting and maintaining all central personnel "turnaround" documents relative to various personnel transactions and changes in payroll status.

6. The position standards for the clerk 3 classification include the following definition:

Positions allocated to this level perform work requiring advanced clerical and beginning level supervisory skills. Work at this level is typically varied and/or complex and is performed under general direction. Positions allocated to this level make recommendations on policies and procedures affecting the immediate work area.

7. The position standard for the typist series states that "positions allocated to this series perform clerical duties and responsibilities identical to those encompassed by the clerk series except for typing."

8. The 1968 Bureau of Personnel Systems and Data Processing Survey, 1968, contains allocation patterns for coding clerks as follows:

Coding Clerks: Clerks who code non-complex data in numerical form for keypunching will generally fall into the Clerk 2 category. An example of such data might be where a clerk codes a number 2 or 14 on a section of a tax form, signifying a particular city, etc. There is no specific or technical background that the employe must have, except that she must learn the meaning of the various codes. In some coding positions, employes must have a specific background in a technical area to efficiently code from source documents. An example of this would be coding for a collection of statistical medical data where the employe must be familiar with medical terminology. The employe codes from difficult source documents such as physicians progress reports, must interpret writing, recognize meanings of medical terms and be able to related them to established coding numbers. Such employes are classified as Clerks 3.

9. The class specifications for payroll clerk 1 contain the following definition:

This is payroll preparation work in a state agency. Employes in this class assist higher payroll personnel in a variety of complex payroll duties within a central or satellite payroll unit of a state agency, or are responsible for the independent preparation of a small, non-complex payroll. Work at this level is distinguished from higher level payroll positions in that the duties are of a repetitive bookkeeping nature requiring some individual judgment, but usually performed within a framework of established policies and procedures.

10. The appellants neither assist higher level payroll personnel in a variety of complex payroll duties nor are they responsible for the independent preparation of a small, non-complex payroll.

11. The core of appellants' payroll related work consists of coding and related activities identified at the clerk 2 or 3 levels.

12. The positions at issue here originally had been classified at the payroll clerk 1 level on the expectation that they would be forwarding district payrolls directly to the DOT central payroll office rather than through Ms. Kirkesch's position, but this organization never materialized.

13. The appellant Link transferred from the DOT to DHSS in October, 1976, where she now occupies a position classified as a payroll clerk 2.

CONCLUSIONS OF LAW

1. This appeal is properly before the Board as an appeal of an action of the director pursuant to §16.05(1)(f), stats.

2. The classification of appellants' positions to payroll clerk 1 was erroneous.

3. The reallocation of appellants' positions to typist 3 was appropriate pursuant to §16.07(2), stats.

4. The appellants' positions are appropriately classified as typist 3.

5. Appellant Link's transfer did not moot this appeal as to her.

OPINION

Appellants maintain that in fact they are responsible for the independent preparation of a small, non-complex payroll as required for payroll clerk 1. This record does not sustain this contention. The appellants' functions are basically those of timekeepers with relatively basic coding of employes' time at a clerk 2 or 3 level. Although Ms. Kirkesch may have relied extensively on the documents submitted by appellants when she submitted the payroll to the budget, finance, and accounting office, she had the responsibility and accountability for the payroll, not the appellants. Furthermore, she did review the biweekly payroll reports to some extent before submitting the payroll to the budget, finance, and accounting office. While the appellants did perform some functions identified under the examples of work performed

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in the payroll clerk 1 class specifications, it is not unusual to have some overlap of duties. Lacking either of the central definitions for payroll clerk 1, the appellants' positions are not appropriately classified at that level, and the director did not err in reallocating them to the typist 3 level to correct an erroneous classification that was based on an organizational change that never occurred.

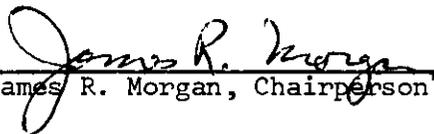
The respondent's motion to dismiss as to appellant Link on mootness grounds is denied. See Watkins v. DILHR, 69 Wis. 2d 782 (1975).

ORDER

The respondent's action is affirmed and this appeal is dismissed.

Dated: 3-13, 1978

STATE PERSONNEL BOARD


James R. Morgan, Chairperson