

STATE OF WISCONSIN

STATE PERSONNEL BOARD

\* \* \* \* \*

SAM AMACHER,

Appellant,

v.

DEPUTY DIRECTOR, BUREAU OF PERSONNEL,

Respondent.

Case No. 77-193

\* \* \* \* \*

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

# OFFICIAL

OPINION AND ORDER

## NATURE OF THE CASE

This appeal--filed pursuant to s. 16.05(1)(f), Wis. Stats.--objects to the respondent's denial of the appellant's reclassification request.

## FINDINGS OF FACT

1. The appellant is employed as a Shipping and Mailing Clerk 1 (SMC 1) in the Bureau of Administrative Services of the Wisconsin State Board of Vocational, Technical, and Adult Education (VTAE).

2. His duties and responsibilities are as follows:

A. He spends an average of 45 percent of his time working with mail services and related functions. Included in this work category are activities such as distributing various publications and intra-office communications; sorting and distributing incoming mail; preparing daily mailings for 16 VTAE Directors; picking up, preparing, and sending out various other mail items by the most appropriate delivery or mail service; and performing other mail related duties.

B. He spends about 25 percent of his time on mimeograph duties such as mimeographing, collating, stapling, filing stencils, charging appropriate accounts, recording mimeograph activities, maintaining

machinery, and ordering supplies.

C. He spends the remaining 30 percent of his time on other items such as establishing work priorities for his various activities, coordinating these activities to meet the needs of the agency in the most effective manner, meeting the responsibilities inherent in his duties, delivering supplies, performing relief work for receptionist and stock clerk positions when necessary and performing miscellaneous services.

3. Since the appellant is the only employe in the work unit who handles these matters, he has no supervisory duties.

4. On March 2, 1977, the appellant requested reclassification from SMC 1 to Administrative Assistant 1 (AA 1).

5. The position standard for AA 1 describes the classification in the following manner:

Positions allocated to this level perform responsible administrative and supervisory work under administrative review. Positions allocated to this level develop and revise procedures affecting their program and make recommendations on revising policies affecting their program.

#### Classification Factors

Independent judgment and specialized knowledge must be exercised in developing and revising policies and procedures.

The work demands a basic knowledge of the organization's programs, policies and procedures as they relate to other pertinent operating units and/or departments.

Extensive contact with other operating units within the department, between departments or with the general public in a coordinative or informative capacity on a variety of matters is typical of positions allocated to this level.

Positions at this level are typically responsible for supervising a large staff of subordinates in a highly specialized clerical operation of wide scope, or a comparable number of subordinates in a more varied, less specialized clerical operation.

Positions allocated to this level often have subordinate supervisors under their direction.

Positions allocated to this level are responsible for developing and revising selected policies and procedures affecting the administration of their program.

Positions at this level typically devote more time to administration and supervision of a program than to the actual performance of clerical tasks.

6. The appellant's reclassification request was denied by the personnel manager for the VTAE Board on April 7, 1977. It was again denied by the State Bureau of Personnel on September 13, 1977 after a field audit had been done on the appellant's position.

#### CONCLUSIONS OF LAW

1. The Board has jurisdiction over this appeal pursuant to s. 16.05(1) (f), Wis. Stats.

2. The burden of proof is on the appellant to show to a reasonable certainty, by the greater weight of the credible evidence, that his position should be classified at the level he alleges and that the respondent was incorrect in refusing to reclassify him to that level. See, Reinke v. Personnel Board, 53 Wis. 2d 123 (1971); Ryczek v. Wettengel, 73-26 (7/3/74); Lyons v. Wettengel, 73-36 (11/20/74); Alderden v. Wettengel, 73-87 (6/2/75).

3. The appellant has not met this burden. He has not established that the Administrative Assistant 1 classification is proper for his position or that the respondent was incorrect in refusing to reclassify him to that level.

4. The respondent's action must be affirmed.

#### OPINION

The appellant has failed to establish that his position merits reclassification to the AA 1 level. Work at that level is defined as responsible administrative and supervisory work. It includes the development and revision of procedures affecting the position's programs as well as the formulation of recommendations on policy revisions affecting those programs. The appellant has not shown that a majority of his time is spent on such matters. To the contrary, the facts show that the appellant does not perform any supervisory functions. Furthermore, the record also shows that the appellant does not perform a sufficient amount of administrative work to justify the reclassi-

fication he requests. While it is clear that a certain degree of administrative work is inherent in the coordination and efficient performance of the appellant's various duties, it is also clear that this work is not the dominant factor anticipated by the AA 1 position standard. The classification factors in this standard clearly state that work at this level is more involved with the administrative aspects of programs than with clerical tasks--that more actual work time is spent on these administrative matters than is spent on clerical matters. However, the appellant's administrative functions are not the dominant factor in his work. Rather, they arise out of, and are incidental to, his clerical functions. As such, these administrative tasks do not require more of the appellant's time than do his clerical tasks and they do not suggest an overall work situation reflective of that anticipated at the AA 1 level.

Finally, the record does not show a role on the part of the appellant in the revision of procedures and policies regarding his work section that would justify the requested reclassification. It does appear that the appellant has some latitude in revising procedures pertaining to his work. However, the nature and impact of the revision are not sufficient to merit reclassification when viewed in terms of the appellant's other job duties and responsibilities.

Thus, while the appellant does perform some administrative tasks and does take part in some revision of procedures, his duties and responsibilities in these areas lack significant scope and impact and are basically incidental to the clerical level tasks that he spends the majority of his work time performing. Consequently, the AA 1 classification is not appropriate for the appellant's position.

In this appeal, the appellant has also asserted that his technical knowledge, independent judgment, and interrelationship with other units are also factors qualifying him for the AA 1 level. While these performance factors and the

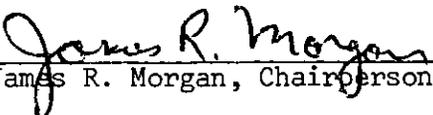
Amacher v. Bur. of Pers.  
Case No. 77-193  
Page Five

administrative performance factors mentioned above are not sufficient in nature, scope and frequency of performance to justify reclassification to the AA 1 level, the combination of these factors does suggest that a review of the current SMC 1 classification of the appellant's position would be appropriate.

ORDER

IT IS HEREBY ORDERED that the decision of the respondent is affirmed and this appeal is dismissed.

Dated: June 16, 1978. STATE PERSONNEL BOARD

  
James R. Morgan, Chairperson