

STATE OF WISCONSIN

PERSONNEL COMMISSION

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 MARGERY BLUM, \*  
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 Appellant, \*  
 \*  
 v. \*  
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 UNIVERSITY OF WISCONSIN and \*  
 DIVISION OF PERSONNEL, \*  
 \*  
 Respondent. \*  
 \*  
 Case No. 78-45-PC \*  
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DECISION

NATURE OF THE CASE

This is an appeal of a denial of a reclassification request pursuant to §230.44(1)(b), Wis. stats.

FINDINGS OF FACT

1. At all relevant times the appellant has been an employe in classified civil service of the state of Wisconsin, employed in a position which has been classified as Student Admissions Examiner 1 since November 1976.

2. The duties and responsibilities of appellant's position can be summarized as follows:

a. Processing applications for admission of graduate students to the department of educational administration. This work includes the determination of admissibility in routine cases by the application of objective, mathematical criteria to undergraduate and graduate grade point averages, and the Miller Analogies test results or the Graduate Record Examination score. More difficult or borderline cases are referred by the appellant to the faculty for determination. The appellant also prepares reports and data on admissions.

b. Processing applications for admission to masters examinations.

This includes comparing lists of courses taken provided by the applicants against transcripts, coordination with the graduate school to ascertain whether residence requirements have been met, notifying the students of any incompletes which would make him or her ineligible for the exam, sending out notices of exam results, and completing and forwarding "warrants," official documents indicating exam results.

c. Various clerical work including preparing lecture notes and typing correspondence for faculty members, record-keeping and filing, and assisting students with procedures involved in changing courses, removing incompletes, etc.

3. The UW-System on a delegated basis from the Division of Personnel denied a request for reclassification of the appellant's position and determined that it was correctly classified as Student Admissions Examiner 1.

#### CONCLUSIONS OF LAW

1. In appeals of reclassification denials the burden of proof is on the appellant. See Ryczek v. Wettengel, Wis. Pers. Bd. 73-26 (7/3/74), Lyons v. Wettengel, Wis. Pers. Bd. 73-36 (11/20/74). Alderden v. Wettengel Wis. Pers. Bd. 73-87 (6/2/75), Amacher v. Bur. of Pers., Wis. Pers. Bd. 77-193 (6/16/78).

2. The appellant here failed to discharge that burden.

3. The duties and responsibilities of appellant's position are appropriately classified at the Student Admissions Examiner 1 level.

4. The respondent was not incorrect in the determination that the appellant's current classification was correct and that the request for reclassification should be denied.

OPINION

The class specification for Student Admissions Examiner 1 contain this language:

"Employes in this class, for routine cases, 1) examine transcripts, test scores and similar documentation to determine the acceptance or rejection of applications on the basis of rules, regulations and policies; and or 2) examine student academic records to determine if major and minor degree requirements, grade point level, credit accumulations and other requirements have been met in order to graduate. In addition, employes in this class perform a variety of related tasks such as determining residence status, maintaining student records, and assisting in the registration process." (emphasis supplied)

The class specifications for Student Admissions Examiner 2 include the following language:

"This is very responsible work involving the examination of more difficult student applications for admission to University study and/or the review of student academic records to ensure graduation requirements are met in the more complex cases .... Work at this level is characterized by cases which are complex, questionable and borderline in nature ...." (emphasis supplied).


The key factor here is that the appellant does not make determinations on the more complex or borderline cases; these are referred to faculty for decision. The record reflects that the appellant's work involves a review of test scores and grades by the use of objective mathematical criteria. Her other duties and responsibilities are consistent with the Student Admissions Examiner 1 level or those of lower level classifications.

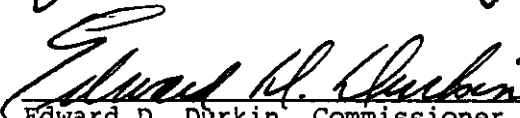
ORDER

The respondents' decision denying the request for reclassification of appellant's position is sustained and this appeal is dismissed.

Dated: Mar. 7, 1979.

STATE PERSONNEL COMMISSION

  
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Joseph W. Wiley, Chairperson

  
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Edward D. Durkin, Commissioner