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ATHRYN SCHROTH,	*	
	*	
Appellant,	*	
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. *	*	Lugar .
	*	DECISION
Administrator, DIVISION	*	AND
OF PERSONNEL,	*	ORDER
	*	
Respondent.	*	
-	*	
Case No. 79-PC-CS-935	*	
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PERSONNEL COMMISSION

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STATE OF WISCONSIN

# NATURE OF THE CASE

This is an appeal of respondent's decision to reallocate appellant's position. Appellant argues that she should have been reallocated to a Program Assistant 2 (PR 2-07) instead of a Typist-Lead (PR 2-06).

#### FINDINGS OF FACT

1. During the period in question, appellant was employed by the University Health Service of the University of Wisconsin-Stevens Point. On September 4, 1979 the appellant's position was reallocated from Typist 3 to Typist-Lead. The reallocation occurred as the result of a statewide survey of clerical positions conducted by the Division of Personnel.

2. With one exception, appellant's position description of February 1, 1979 accurately described the objectives and respective time allocation for the position. The exception is the failure of the position description to identify the appellant's role in overseeing the selection and hiring of a full-time receptionist for the University Health Service. A copy of the position description is attached hereto and incorporated Schroth v. DP 79-PC-CS-935 Page Two

by reference as if fully set forth as a part of this finding.

3. The class descriptions for Typist-Lead and Program Assistant 2

provide:

#### . "Typist (Lead)

This is lead clerical work of moderate difficulty in completing a variety of assigned clerical and typing tasks. Positions allocated to this class require typing proficiency as well as performance of leadwork responsibilities including work assignment and review of lower level personnel. A variety of secretarial functions may be performed at this level, but these would not constitute a majority of the position's time. Work is performed under general supervision.

#### Program Assistant 2

This is work of moderate difficulty providing program support assistance to supervisory, professional or administrative staff. Positions are allocated to this class on the basis of the degree of programmatic involvement, delegated authority to act on behalf of the program head, level and degree of independence exercised, and scope and impact of decisions involved. Positions allocated to this level are distinguished from the Program Assistant 1 level based on the following criteria: (1) the defined program area for which this level is accountable is greater in scope and complexity; (2) the impact of decisions made at this level is greater in terms of the scope of the policies and procedures that are affected; (3) the nature of the program area presents differing situations requiring a search for solutions from a variety of alternatives; and (4) the procedures and precedents which govern the program area are somewhat diversified rather than clearly established. Work is performed under general supervision."

4. The position standard for Program Assistant indicates that the position is based on duties in which discretion and decision making cannot be standardized.

5. In fulfilling the vast majority of the objectives set out in her position description, the appellant follows set procedures. She does not exercise the independent judgement and discretion that is the basis Schroth v. DP 79-PC-CS-935 Page Three

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for a classification as a Program Assistant.

6. Appellant's position is better described by the class description for Typist-Lead than for Program Assistant 2.

### CONCLUSIONS OF LAW

 This matter is appropriately before the Commission pursuant to \$230.44(1)(a), Wis. Stats.

2. The appellant has the burden of proving that the respondent's decision to reallocate the appellant's position from Typist 3 to Typist-Lead was incorrect and that instead, her position should have been classified as Program Assistant 2.

3. The appellant has failed to meet that burden of proof.

 The respondent's decision to reallocate appellant's position from Typist 3 to Typist-Lead was correct.

#### OPINION

Appellant's position did include some duties that rely upon the appellant's discretion. The best example is appellant's role in budget preparation. In addition, relatively small segments of some of appellant's remaining objectives also included discretion over decisionmaking. However, the appellant's position description shows that the majority of her time was occupied by duties of a clerical nature which were carried out according to standardized procedures. In addition, at least 18% to 20% of the appellant's time was spent typing.

Respondent introduced evidence of another position within the University of Wisconsin-Stevens Point that had been reallocated during Schroth v. DP 79-PC-CS-935 Page Four

the clerical survey from a Typist 3 to a Typist-Lead. The particular position was used as a benchmark thoroughout Wisconsin for reallocation decisions. A comparison of appellant's position with the benchmark position produces only nominal discrepancies. As a result it is reasonable to conclude that when compared to comparable positions throughout the state, appellant's position is correctly classified.

## ORDER

The respondent's reallocation decision is affirmed and appellant's appeal is dismissed.

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### PARTIES

Kathryn Schroth 3313 Linwood Springs Stevens Point, WI 54481 Charles Grapentine 149 East Wilson Street Madison, WI 53702

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DEPARTMENT FILE

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		B4. Keep bookkeeping records of expenditures and balances on department.
• •		accounts.
	•	<b>B5.</b> Keep a more accurate breakdown of supplies and service than that on
		the computer printout received monthly so that cost analysis of
		various aspects of the Health Service such as cost of pap and pelvi
		exams can be determined.
		B6. Check office maintained records against computer printouts received
		B7. ( , Deposit money from supplies sold, lab work done, and that money tha
		it received from the Lifestyle Assessment Questionnaire
		B8. Initiate budget transfers as needed
		B9. Inform supervisor as to status of accounts
		B10. Determine projected expenditures
		B11. Prepare charge backs.
		B12. Maintain student employee records - monitor these records to insure
		that funds students were allotted are still available.
10%	с.	Preparation of Lifestyle Assessment Questionnaire
		Cl. Maintain records for those questionnaires that have been received
		from students.
		C2. Prepare the questionnaires for processing by the computer services
		center.
		C3. Supervise preparation of questionnaire prior to distribution. Make
		sure questionnaires are decoded properly and mailed to on-campus
		students.
57	D.	Composition of Written Communication
		D1. Write simple letters of acknowledgement and transmittal.
		D2. Select and send proper form letters.
-	<b></b>	D3. Sign in behalf of supervisor correspondence
102	Ξ.	Supervision of Front Desk (receptionist) Position
	-	El. Establish work routine for receptionist
	•	E2. Assign work outside of exteblished daily routine
_		E3. Answer questions and handle problems as they occur at front desk.
5 <b>x</b>	F.	Supervision of student assistants
		F1. Interview, hire, or make recommendations to hire.
		F2. Counsel, evaluate and discipline as needed.
		F3. Terminate employment if necessary.
5 <b>%</b>	G.	Distribution and preparation of mail
		G1. Open and route mail
		G2. Attach all pertinent materials from files to incoming correspondence
		or supervise this process.
		G3. Determine "class" of mail to be used.
		G4. Supervise preparation of packages for shipping.
		G5. Supervise preparation of bulk rate mailings.
10%	Н.	Procurement and maintenance of supplies and materials for the office
		HL. Inventory office supplies.
		H2. Check with others to determin supplies that will be needed.
		H3. Check supply budget to insure availability of funds for supplies.
		H4. Consilete requisitions, purchase orders or printing order and route
		appropriate office.
_		H5. Maintain supply cabinet in neat and organized manner.
-	-	R6. Issue supplies.
5%	I.	Information Flow
	. •	II: Screen all phone calls regarding outside speaking engagements for
•		director of department. Handle as many initial details as possible
		12. Receive/place telephone calls, provide routine information.
		13. Initiate calls to request necessary information.
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52	<b>4</b> •	Development and Maintenance of Files
•		J1.   Maintain mailing lists for various aspects of our service.
		J2. Keypunch addresses onto IBM cards for easy maintenance of mailing
	•	lists.
5%	<b>K</b> .	Preparation of Reports
	l	Kl. Compile records and reports from numerical data. This would include
	`	doing the first draft of the annual report.
		K2. Compile data for various reports as needed.
		K3. Compute simple statistics such as percentages when such data is not available on computer printouts.
		K4. Gather, compile, write materials on budget justification.

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