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 ROBERT MORRIS,
 Appellant,
 v.
 Administrator, * DIVISION OF
 PERSONNEL,
 Respondent.
 Case No. 81-0088-PC
 * * * * *

DECISION
 AND
 ORDER

This case is before the Commission as an appeal of a reallocation decision. It is one of a group of cases filed as a consequence of a classification survey. This case was effectively held in abeyance until a final decision was rendered in the related case of Radovich v. DP, Case No. 81-117-PC. Proceedings before the Dane County Circuit Court were concluded in that matter in October of 1984. The parties agreed to the following issue for hearing:

Whether the respondent's decision to reallocate the appellant's position from Library Associate to Library Associate 2 was correct or whether the appellant's position was more appropriately classified at the Librarian 1 level.

FINDINGS OF FACT

1. The appellant has been employed at the University of Wisconsin Memorial Library since 1972. The appellant is proficient in both the Spanish and Japanese languages and to a lesser extent in French and Portugese.
2. At all times relevant to the proceeding, the appellant has been employed within the MARC Department of the Memorial Library. MARC's

function is to catalog materials utilizing a format that is machine-readable.

3. Appellant's duties are generally described in his position description, a copy of which is attached hereto and incorporated by reference as if fully set forth as part of this finding.

4. The position standard for the Library Associate 2 classification provides, in part:

Definition:

This is full performance level library work of a highly specialized nature in a state agency, university campus or state institution library. Positions allocated to this level function at the full performance level with responsibility for performing a technical library function of considerable difficulty such as cataloging or acquisitions in a specialized area such as a language, social or physical science. Work at this level is performed under the general supervision of higher level professional library personnel.

Examples of Work Performed:

Performs functions found at the Library Associate 1 level, and in addition performs the following in a full performance level capacity:

Searches titles in Romanized and other non-Romanized languages for cataloging records in the library catalogs, LC printed catalogs, New Serial Titles, and other appropriate bibliographies.

Catalogs monographs or serials with less complete partial cataloging or contributed cataloging from the OCLC data base, National Union Catalog and foreign bibliographies.

Provides reference services which usually involves the use of a foreign language or knowledge of a specialized library collection.

Performs original cataloging of print and/or nonprint material in a foreign language or a specialized collection.

Serves as a resource person for lower level staff in a language specialty and in more complex searching, cataloging questions and departmental routines.

Trains and revises the cataloging and searching of lower level staff.

5. The position standard for the Librarian series provides, in part:

I. INTRODUCTION

F. Glossary of Terms

All of the terms listed here may not be used in the position standard. However, for purposes of allocating positions to this standard, commonly used terms are listed below:

* * *

ACQUISITION WORK - The process of securing materials for the library's collection. Materials can be secured by purchase, as gifts, or through exchange programs.

CALL NUMBER - The notation used to identify and locate a particular book within the library. It consists of the classification number and author number, and it may include other identifying symbols.

CATALOG - A list of the holdings of a particular library or group of libraries.

CATALOGING - The process of describing "a work" and assigning a call number. Includes determining the main entry, describing the work, and assigning added entries, subject entries, and a call number.

CLASSIFICATION - A systematic scheme used to arrange books and other library materials in order by subject or by form.

CLASSIFICATION NUMBER - The number assigned to a "work" to show the major subject of the material and to indicate its location in the collection.

* * *

COLLECTION DEVELOPMENT - The process of identifying the strengths and weaknesses of a library's information resources with respect to patron needs and community resources, and of attempting to correct the weaknesses. It requires a continual examination and evaluation of the library's resources. Further, it requires a constant study of patron needs and changes in the community of library services.

* * *

DESCRIPTIVE CATALOGING - The cataloging process concerned with identifying the main entry and describing the "work".

* * *

INSTITUTION LIBRARY - A library located in a state institution such as Central Wisconsin Center, Green Bay Reformatory, or Wisconsin School for the Deaf.

* * *

MAIN ENTRY - A full cataloging entry, usually the author entry, giving all the information necessary for the identification of a work. This entry includes the tracing for all other entries under which the work is entered in the catalog.

* * *

PUBLIC SERVICES - Library work that deals with patrons and their use of the library collection , (i.e., circulation, and reference).

* * *

SELECTION - The process of deciding which information items to acquire for a library collection. It may involve decisions between items that provide information about the same subject; it may involve deciding whether the information contained in an item is worth the price; it may be a matter of deciding whether the item can stand up to the use it will receive. In essence, selection deals with decisions about quality and value.

* * *

SUBJECT CATALOGING - The cataloging process concerned with selection of subject entries and a classification number.

* * *

TECHNICAL SERVICES - Work performed in or for a library to insure that materials are made available for patron use. This work usually does not require direct contact with library patrons. Includes acquisitions, cataloging, and materials preparation.

* * *

. II. CLASS DESCRIPTIONS

The following class descriptions define the basic class concept for each classification level and use specific position allocations to elaborate on each concept. To develop a full understanding of these class descriptions, they should be used in conjunction with the definitions provided under Section I.P. As previously mentioned, several different areas of specialization and position categories exist within this occupational area and it is recognized that this position standard cannot describe every eventuality or combination of duties and responsibilities. Therefore, these class descriptions are also intended to be used as a framework within which positions not specifically defined can be equitably allocated

on class factor comparison basis with other positions which have been specifically allocated.

Librarian 1

PR13-02

This is professional library work in a state agency or state institution library. Positions allocated to this level function independently either as 1) a specialist, responsible for performing a wide range of library functions such as reference, collection development or cataloging within a specialized program or subject area; or 2) a generalist, performing a variety of professional library functions such as reference, circulation, and original cataloging. Positions may in addition function as leadworkers of lower level personnel. Positions allocated to this level function under limited supervision received from higher level professional library staff.

Representative Positions

Specialist - Health & Social Services -
Central Wisconsin Center

Identifies and selects a variety of materials dealing in one of a variety of different mental health subjects to be used by parents and community groups; produces materials in a particular area, including writing scripts, processing video tapes, and developing circular; classifying and cataloging a variety of materials; and providing reference services to community persons and agencies.

Generalist-Department of Justice

Responsible to a Librarian 2 - provides reference and research services; trains department staff in the use of an automated legal retrieval system; develops a documents collection; checks in new library materials; and prepares pamphlets and periodicals for binding.

6. As indicated in his position description, the appellant's primary responsibility is to perform descriptive and subject cataloging in the MARC department. Descriptive cataloging is listing what are basically the physical characteristics of a work, including the title, publisher, and size. Subject cataloging is examining a work to determine the major topics and then assigning a call number to the work.

7. The position standard for the Librarian series does not treat descriptive cataloging and subject cataloging as separate library functions

for classification purposes. The Librarian standard establishes "cataloging" and all that that term encompasses as one library function.

8. Appellant spends approximately 20% of his work time (rather than the 10% shown in his position description) performing leadwork with respect to cataloging:

- , I was specifically responsible for training LAS4s/ Library Technicians in searching and descriptive cataloging, on an at-need basis. I was responsible for training and assisting MARC Dept. staff members in changing and revising procedures and practices due to the publication of Anglo-American Cataloging Rules, 2nd ed. (AACR2). I served as the resource person to assist LSA4s/Library Technicians with cataloging problems. I was responsible for name-form changes due to AACR2 for all cataloging done by the LSA4s/Library Technicians. I was also responsible for assigning specific items to MARC and Catalog Depts. staffs based on identification of the language, subject matter, and availability of catalog copy for the item.

9. The relevant position standards do not establish leadwork as a separate library function.

10. The appellant serves as a language specialist in the library function known as cataloging but does not perform any other library functions contemplated in the Librarian position standard.

CONCLUSIONS OF LAW

1. This matter is appropriately before the Commission pursuant to §230.44(1)(a), Stats. (1981-82).

2. The appellant has the burden of proving that the respondent's decision reallocating his position to the Library Associate 2 classification is incorrect and that his position is more properly allocated to the Librarian 1 classification.

3. The appellant has not met his burden of proof.

4. The respondent's decision to reallocate the appellant's position from Library Associate to Library Associate 2 was correct.

OPINION

The appellant seeks reversal of a decision reallocating his position to the Library Associate 2 level.

The Library Associate 2 and Librarian 1 classifications are both assigned to pay range 13-02. The distinction between these two classifications, as applied to specialists (i.e. a person working within a specialized program or subject area such as math or a language) is that a Library Associate 2 performs one library function in his/her specialized area while Librarian 1 performs "a wide range" of functions (e.g., cataloging, reference, acquisitions) in regard to a specialized area. The classification specialist whose testimony was part of the record in this matter testified that the Librarian 1 classification would apply to the specialist performing "more than one" function.

The appellant contends that he performs three separate professional library functions: descriptive cataloging, classification (or subject cataloging) and leadwork. The appellant has established that a cataloger typically relies on different materials when performing descriptive cataloging versus subject cataloging and that other libraries have divided their staffs so that some persons only do descriptive cataloging work while others only do subject cataloging. The issue is one of whether the class specifications that apply to the instant case contemplate such a distinction. A review of the specifications indicates that they do not.

The Library Associate 2 specifications refer to "performing a technical library function. . .such as cataloging." The Librarian 1 classification refers to "a specialist, responsible for performing a wide range of library functions such as. . .cataloging." The Librarian position standard

goes on the define "cataloging" in such a way as to include both descriptive and subject cataloging:

. . .includes determining the main entry, describing the work, and assigning added entries, subject entries, and a call number.

The classification scheme clearly does not permit the Commission to consider descriptive and subject cataloging as separate library functions.

The appellant also contends that his leadwork responsibilities are a separate library function that justifies classification at the Librarian 1 level. As shown by the summary found in finding 8, the appellant's leadwork responsibilities relate entirely to cataloging and do not extend into other recognized library functions such as acquisitions, collection development, circulation or reference.^{FN}

The position standards for both the Library Associate 2 and Librarian 1 classifications refer to leadwork responsibilities. The LA 2 "Examples of Work Performed" include:

Serves as a resource person for lower level staff in language specialty and in more complex searching, cataloging questions and departmental routines.

Trains and revises the cataloging and searching of lower level staff.

These examples closely track the language in appellant's position description:

- C. Train and revise other members of the MARC department.
 - C.1. Assist in the training and revision of new and current staff members when new and revised procedures and routines are developed.
 - C.2. Serve as a resource person: answer questions from Library Services Assistants in the department regarding procedures as outlined in A.1-A.9 above.

^{FN} If, for example, the appellant spent 70% of his time performing acquisitions work and the remaining 30% performing leadwork in circulation, he would be entitled to classification at the Librarian 1 level.

C.3. Assign appropriate AACR-2 forms of personal and corporate names for Library Services Assistants who are cataloging Library of Congress copy which lacks AACR-2 headings.

The Librarian 1 classification also makes reference to leadwork:

This is professional library work in a state agency or state institution library. Positions allocated to this level function independently either as 1) a specialist, responsible for performing a wide range of library functions such as reference, collection development or cataloging within a specialized program or subject area; or 2) a generalist, performing a variety of professional library functions such as reference, circulation, and original cataloging. Positions may in addition function as leadworkers of lower level personnel. Positions allocated to this level function under limited supervision received from higher level professional library staff. (emphasis added)

The appellant points to the phrase "function as a leadworker" as indicating an intent to establish leadwork as a separate "library function":

Since the differentiation between the Librarian and Library Associate classification series is dependent upon the number of functions performed, it seems legitimate to assume that the Division of Personnel intended that lead work should be considered as a separate responsibility and that it used the term "functions" to characterize that responsibilities advisedly and to some purpose; a different term would have been used if the intent were to classify these work responsibilities as something different than "reference, collection development" (Resp. Exh. 2, p. 6) "cataloging or acquisitions" (Resp. Exh. 3) or any of the other library functions listed. (Brief, page 12)

Appellant's arguments fail to recognize that leadwork is a responsibility with a completely different nature than the library functions listed in the Librarian 1 specifications. The specifications do refer to "library function such as reference, collection development or cataloging", thereby indicating that the list is not inclusive. However, the rule of statutory construction referred to as ejusdem generis provides that when specific and general words are used together, the general words refer only to things of the same type as the specific words. La Barge v. State, 74 Wis. 2d 327, 246 N.W2d 794 (1976).

The appellant also fails to take into account the language used in the final sentence of the Librarian 1 class definition: "Positions allocated to this level function under limited supervision received from higher level professional library staff." If the Commission were to accept appellant's contention that leadwork is a separate library function because the classification definition uses the phrase "may function as a leadworker", then "functioning under limited supervision" would also have to be construed as a separate library function and someone performing only professional acquisition work under limited supervision would be entitled to classification at the Librarian 1 level. That would clearly be an absurd result because by definition all Librarian 1 positions are to function under limited supervision.

Because leadwork is not a separate library function and because the specifications define "cataloging" to include both subject and descriptive cataloging, the appellant performs only one professional library function.

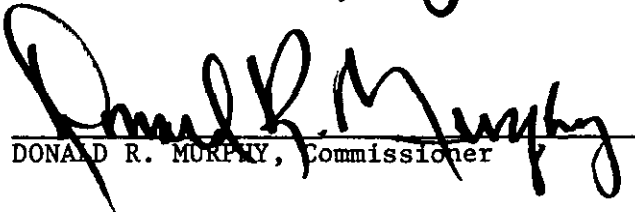
ORDER

The respondent's decision reallocating the appellant's position to the Library Associate 2 classification is affirmed and this matter is dismissed.

Dated: May 29, 1986

STATE PERSONNEL COMMISSION


DENNIS P. MCGILLIGAN, Chairperson


DONALD R. MURPHY, Commissioner

Attachment

KMS:jmf
ID5/1

Parties

Robert Morris
c/o Margaret Liebig
2021 Atwood Avenue
Madison, WI 53704

Howard Fuller
Secretary, DER*
P. O. Box 7855
Madison, WI 53707

*Pursuant to the provisions of 1983 Wisconsin Act 27, published on July 1, 1983, the authority previously held by the Administrator, Division of Personnel over classification matters is now held by the Secretary, Department of Employment Relations.

UN DESCRIPTION

DER-PERS-10 (Rev. 1-78)
State of Wisconsin
Department of Employment Relations
DIVISION OF PERSONNEL

ATT. 1

1. Position No.	2. Cert/Reclass Request No. 2132-GL	3. Agency No. 7285
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4. NAME OF EMPLOYEE Robert S. Morris	5. DEPARTMENT, UNIT, WORK ADDRESS Univ. Wisconsin - Madison GENERAL LIBRARY Memorial Library 728 State Street, Madison, WI
6. CLASSIFICATION TITLE OF POSITION Library Associate 2	
7. CLASS TITLE OPTION (To be Filled Out By Personnel Office)	8. NAME AND CLASS OF FORMER INCUMBENT Marcy Brown, Library Associate
9. AGENCY WORKING TITLE OF POSITION Library Associate	10. NAME AND CLASS OF EMPLOYEES PERFORMING SIMILAR DUTIES Carol Mueller, Library Associate
11. NAME AND CLASS OF FIRST-LINE SUPERVISOR	12. FROM APPROXIMATELY WHAT DATE HAS THE EMPLOYEE PERFORMED THE WORK DESCRIBED BELOW? August 1973

13. DOES THIS POSITION SUPERVISE SUBORDINATE EMPLOYEES IN PERMANENT POSITIONS? Yes No IF YES, COMPLETE AND ATTACH A SUPERVISORY POSITION ANALYSIS FORM (DER-PERS-84).

14. POSITION SUMMARY - PLEASE DESCRIBE BELOW THE MAJOR GOALS OF THIS POSITION:
Catalog (type of material cataloged: Spanish, Portuguese, English, including microforms; Rare books in all Romance and Germanic languages, and Latin) originally or utilizing DLC-OCLC records, OCLC member-contributed records, NUC contributed records, and other incomplete or non-LC cataloging copy, on all subjects.

RECEIVED

15. DESCRIBE THE GOALS AND WORKER ACTIVITIES OF THIS POSITION (Please see sample format and instructions on back of last page.)

JUN 06 1985

- GOALS: Describe the major achievements, outputs, or results. List them in descending order of importance.
- WORKER ACTIVITIES: Under each goal, list the worker activities performed to meet that goal.
- TIME %: Include for goals and major worker activities.

Personnel

Commission

TIME %
70 %/°

GOALS AND WORKER ACTIVITIES

A. Catalog monographs, including microforms and Rare books, in English, Spanish, Portuguese, and other languages using OCLC member contributed records, NUC contributed records, and other incomplete or non-LC cataloging copy.

A.1. Edit existing data base records in every detail, making all revisions, corrections and additions necessary so that UW's record conforms to current AACR-2 cataloging rules, Library of Congress interpretations, and OCLC inp standards.

A.2. Construct new cataloging records to be added to the data base when none exists, creating records conforming to standards outlined in A.1 above.

A.3. Revise and tag NUC-cataloging records not in the OCLC data base according to the MARC format.

16. SUPERVISORY SECTION - TO BE COMPLETED BY THE FIRST LINE SUPERVISOR OF THIS POSITION (See Instructions on Back of last page)

- a. The supervision, direction, and review given to the work of this position is [] close [] limited [] general.
- b. The statements and time estimates above and on attachments accurately describe the work assigned to the position. (Please initial and date attachments.)

Signature of first-line supervisor _____ Date _____

17. EMPLOYEE SECTION - TO BE COMPLETED BY THE INCUMBENT OF THIS POSITION

I have read and understand that the statements and time estimates above and on attachments are a description of the functions assigned my position. (Please initial and date attachments.)

Signature of employe _____ Date _____

18. Signature of Personnel Manager _____ Date _____

Respondent's Exhibit # 1

DEPARTMENT FILE

Dated 2/27/81

15. DESCRIBE THE GOALS AND WORKER ACTIVITIES OF THIS POSITION (Continued)

- A.4. Verify or assign call numbers to all works cataloged, utilizing Library of Congress classification schedules.
- A.5. Shelf list to fit assigned call numbers into the UW adaptation of the Library of Congress classifications schedules.
- A.6. Search, when necessary, the Official Catalog, NUC printed catalogs, foreign bibliographies, the OCLC data base, and other relevant reference sources, and consult current cataloging rules and interpretations to verify forms of entry headings and to determine needed cross references.
- A.7. Prepare authority cards, establishing thereon the correct form of personal or corporate headings according to current cataloging rules and interpretations, and establishing cross references which will enable the library user to locate library materials.
- A.8. Revise existing authority cards where necessary to reflect more current cataloging rules.
- A.9. Check and/or assign subject headings by examining the item being cataloged and finding appropriate subject headings in the Library of Congress Subject Headings, and consult appropriate reference sources.
- A.10. Prepare error reports when errors in cataloging copy on the data base are discovered.

10 ~~10~~ °/° B. File temporary cataloging records in the Public Catalog, following established filing rules.

10 °/° C. Train and revise other members of the MARC Department.

- C.1. Assist in the training and revision of new and current staff members when new and revised procedures and routines are developed.
- C.2. Serve as a resource person: answer questions from Library Services Assistants in the department regarding procedures as outlined in A.1-A.9 above.
- C.3. Assign appropriate AACR-2 forms of personal and corporate names for Library Services Assistants who are cataloging Library of Congress copy which lacks AACR-2 headings.

10 °/° D. Miscellaneous other duties.

- D.1. Participate in special projects as they arise in the areas of cataloging, training and OCLC.
 - D.2. Distribute books for searching and/or cataloging.
 - D.3. Search Official Catalog for names of authors of all UW dissertations, as well as search all personal and corporate names used as subjects in those dissertations, in the Official Catalog and, if necessary, the NUC printed catalogs.
 - D.4. Prepare temporary cataloging records for the Public Catalog for new books for which no record exists.
 - D.5. Search books for original cataloging in Official Catalog and NUC printed catalogs.
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