

STATE OF WISCONSIN

PERSONNEL COMMISSION

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 *
 KATHLEEN WENTWORTH, *
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 Appellant, *
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 v. *
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 Administrator, DIVISION OF *
 PERSONNEL, *
 *
 = Respondent. *
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 Case No. 81-0178-PC *
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DECISION
 AND
 ORDER

This controversy is an appeal of a decision of respondent to reallocate appellants' position from Library Associate to Library Associate 2. The appellant contends that her position, more correctly, should be allocated to Librarian 1.

The following findings, conclusions, opinion and order are based upon evidence presented at a hearing June 21, 1985, before Commissioner Donald R. Murphy and the testimony of Personnel Specialist, Gregory Samp in Monk v. DP, 81-118-PC (1186). While the post-hearing briefing schedule was completed October 29, 1985, this case was considered in conjunction with several other companion cases involving the Library Associate and Librarian classification series.

FINDINGS OF FACT

1. The appellant, Kathleen Wentworth, has been employed by the University of Wisconsin-Milwaukee in the Golda Meier Library as a full-time permanent employe in state classified service, since October, 1967.

2. In 1981 respondent conducted a personnel management survey of Librarian and Library Associate positions in classified service. The survey process included the development of new class specifications.

3. On February 5, 1981, the Personnel Board, in accordance with its responsibility to review and approve grade levels and classifications for all positions in classified service set by respondent, adopted the survey Librarian and Library Associate positions, which included the new class specifications.

4. As a result of the survey, former Library Associate positions were reallocated to the Library Associate 1 or 2 classification. The appellant, a Library Associate, was reallocated to the Library Associate 2 classification.

5. At the time of the survey, the appellant was employed in the Cataloguing Department of the Golda Meir Library, University of Wisconsin-Milwaukee. The goals and percentages of time allocated to her position were:

A. manage continued implementation and usage of OCLC on-line cataloguing terminal operations -- 40%,

B. edit catalog copy of OCLC member libraries ("90") in English and foreign languages -- 40%,

C. apply MARC tagging to LC catalog copy obtained from the National Comm. Catalog to be entered into the OCLC data base for production of catalog cards and the growth of the data base file (retrospective cataloguing) -- 50%,

D. original cataloguing (Shakespeare Research Collection) -- 4%,

E. original catalog and classify thesis (non- U.W.M. thesis) in microform forms -- 2%,

F. edit catalog copy of monographs, serials, and microforms, in any language, cataloged by the Library of Congress (LC) in the Ohio College Library Center (OCLC) on-line data base ("50" or speed cataloging) -- 4%,

G. revise new filing of catalog cards in the public card catalogs according to the UWM Library filing rules for a 3-way divided catalog, author, title and subject -- 4%,

H. compile and report monthly statistics -- 1%.

6. 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.

7. 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.

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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.

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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.

8. Appellant describes her work as consisting of descriptive cataloging -- 25%, subject cataloging -- 25%, training and leadwork for other library personnel -- 40%, reference -- 5% and bibliography -- 5%.

9. The position standard for the Librarian series treats descriptive cataloging and subject cataloging as components of the general library

function of cataloging and, by reference, excludes leadwork as a library function.

10. Appellant described her reference work as responding to requests for information from staff, university personnel and other library patrons regarding the function, use and resource of the Ohio College Library Center (OCLC) data processing system technology. This work, described by appellant, is not reference work as recognized in library science as a library function.

11. The activity appellant refers to as bibliography consists of selecting all titles on the subject of women from the material catalogued and forwarding them to the University of Milwaukee collection development librarian and the University of Wisconsin-Madison Women's Studies Office. From the information sent by appellant, these offices develop specific lists of materials for the study of women.

12. The term, bibliography, is defined in the Librarian classification specifications as: a list of book or periodical articles, usually on a particular subject. Clearly this definition does not characterize a "professional library function" as that phrase is used in the Librarian 1 position standard.¹

13. Appellant serves in the library function known as cataloging. While she performs other conjunctive duties, she does not perform any other library functions expressed or inferred in the Librarian position standard.

CONCLUSIONS OF LAW

1. This matter is appropriately before the Commission pursuant to §230.44(10(a), Stats. (1981-82).

¹This language has been added by the Commission for purposes of clarification.

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

3. The appellant has not met her 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 position standard for the Librarian 1 classification requires a generalist to perform a variety of professional library functions. The standard lists reference, circulation and original cataloging as examples of professional library functions. Based on undisputed testimony, the Librarian 1 classification would apply to anyone performing more than one² professional library functions.

The substantive issue is whether or not appellant performs more than one³ professional library functions. On this point appellant contends that she meets the Librarian 1 classification because she performs five professional library functions (see Finding of Facts, 8).

The Commission cannot agree, on the facts presented at the hearing, that appellant's position should be at the Librarian 1 classification. In Morris v. DP, Pers. Comm. Case No. 81-0088-PC, the Commission said that descriptive and subject cataloging are not separate library functions.

²This language has been changed from the proposed decision and order to correct a typographical error.

³This language has been changed from the proposed decision and order to correct a typographical error.

Also, in that same opinion, the Commission concluded that leadwork is not a library function recognized by the position standard. Morris provides a complete and thorough discussion on this point. Based on that discussion, it is clear that training functions should be excluded as library functions.

What appellant, in her testimony, contends is reference work is better described as resource work. This particular function requires the appellant to answer questions about the OCLC processing system. In sharp contrast, reference work involves interpreting and assisting patrons with library collections.

The appellant searches catalog records for all items on the subject of women and sends them to UW-Madison and UW-Milwaukee for use in their women studies departments. Appellant calls this work bibliography and argues that it is a library function. The Commission does not agree. For as respondent notes the term bibliography is only referred to in the Librarian class specification as: "a list of books or periodical articles, usually on a particular subject." And it cannot be inferred, from a plain reading of the classification specifications, that bibliography is a professional library function.

Finally, appellant's other duties are incidental to her major tasks. Based upon the record, it is the belief of the Commission that appellant performs only one professional library function.

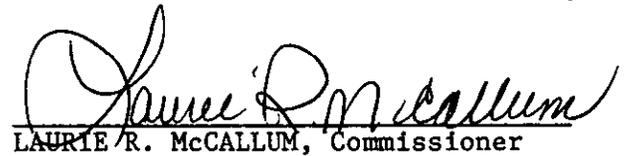
ORDER

The action of respondent is affirmed and this matter is dismissed.

Dated: Sept 4, 1986 STATE PERSONNEL COMMISSION

DRM:jmf
JMFO#2


DONALD R. MURPHY, Commissioner


LAURIE R. McCALLUM, Commissioner

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*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.