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STATE OF WISCONSIN

PERSONNEL COMMISSION

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ROSE MARY WASICK,
 Appellant,

v.
 Administrator, DIVISION OF
 PERSONNEL,
 Respondent.

Case No. 81-125-PC

* * * * *

DECISION
AND
ORDER

NATURE OF THE CASE

This is an appeal pursuant to §230.44(1) (a), of the reallocation of the appellant's position.

FINDINGS OF FACT

1. At all relevant times the appellant has been employed in the classified civil service in the Book and Materials Processing Section, University of Wisconsin, Milwaukee, Library.

2. In April of 1981, respondent reallocated appellant's position from Library Technician to Library Services Assistant 3.

3. Appellant, in a timely manner appealed this reallocation of her position.

4. The duties and responsibilities of the appellant's position are contained in her position description (appellant's Exhibit #6 dated 3/25/82), a copy of which is attached hereto and incorporated by reference as if fully set forth as a part of this finding.

5. Appellant serves as a lead worker for a Library Service Assistant 2 and student workers employed in the Book and Material Processing Section.

6. Appellant reports to Joan Korsmeyer, Assistant Director, Technical Services Division, UWM Library.

7. The Book and Materials Processing section is responsible for the physical processing of library materials for shelving, repair and in-house binding, photo duplication, mimeographing and card production. Book processing involves approximately 87,000 volumes annually.

8. Appellant, on a daily basis, prioritizes and schedules the work to be done in the section.

9. Appellant works under general supervision, referring and consulting with the Assistant Director with regard to unusual or unresolved problems or situations.

10. Appellant confers and consults with all other sections and departments of the library on an as needed basis.

11. Appellant orders and reorders supplies and keeps records of supplies used. Appellant does not "track" expenditures relative to a budgeted amount, make fiscal decisions relative to the budget of the Book and Material section nor does she make operating decisions relative to fiscal constraints of budgets or contracts.

12. Appellant, in the performance of her duties, has very limited public contact or contact external to the library/campus (vendor-contractor-client contact).

13. Appellant works in a high volume area but an area where the nature of the work is limited to the physical processing of books and materials.

14. Appellant does not maintain a card list, maintain holdings records, establish control cards or keep bibliographic records.

15. Appellant does not exercise independent judgment which directly affects the flow or scheduling of materials into her area.

16. Appellant has available to her higher level library professionals during her shift.

17. The class description for Library Services Assistant 3 and Library Services Assistant 4 are as follows:

Library Services Assistant 3

PR2-07

← This is paraprofessional and/or advanced clerical support work in a specialized subunit of a library. Positions allocated to this level are responsible for a recognized program activity or subunit which requires expertise in specific program activities or technical library practices and procedures. Positions functioning at this level may direct the activities of the circulation or loan desk, reserve desk, audio visual center, or assist in the performance of cataloging activities or other comparable subunit or program activities. Also allocated to this level are those positions who directly assist a library professional in all areas of a branch or departmental library. Work is performed under general supervision and may include lead work responsibilities for a small number of lower level employees.

Library Services Assistant 4

PR2-08

This is paraprofessional support work in a library. Positions allocated to this level are: 1) independently accountable for a recognized programmatic activity or area of the library such as lead worker over a circulation desk during a shift where there are no other higher level library professionals; 2) directly accountable to a unit head with responsibility for a recognized program activity or area of a major library such as being independently responsible for the operation of a periodical room, bindery operation or reserve book room; 3) positions which are responsible on an ongoing basis for complex and specialized library functions in a foreign language. Work at this level requires a thorough knowledge of the activity, program or specialty area. Work is performed under general supervision.

18. Appellant's position is better described by the LSA 3 class description than the LSA 4 class description and is more appropriately classified as LSA 3.

CONCLUSIONS OF LAW

1. This matter is appropriately before the Commission pursuant to §230.44(1)(a), Stats.
2. The appellant has the burden of proving that the respondent erred in reallocating her position to LSA 3 instead of LSA 4.
3. The appellant has not sustained that burden.
4. The respondent did not err in reallocating appellant's position from Library Technician to Library Services Assistant 3.

OPINION

The class description of the LSA 4 (see Finding of Fact #17 and Respondent's Exhibit #3) indicates there are three recognized categories of LSA 4. Category #1 is not applicable to the appellant's position because her supervisor and other "higher level library professionals" at the library are present and available to the appellant during her shift. Category #3 is not applicable because the appellant does not have responsibilities, on an ongoing basis, for complex and specialized library functions in a foreign language.

The appellant, therefore, would have to fulfill the requirements of Category #2 in order for her position to be classified as an LSA 4 position. This category would require the appellant to have "responsibility for a recognized program activity or area of a major library such as being independently responsible for the operation of a periodical room, bindery operation or reserve book room." Appellant feels she meets this requirement because the Book and Materials Processing section is responsible for the library's in-house binding, and further, appellant feels her position compares favorably with certain other LSA 4 positions at the library.

Based on the information and testimony of the respondent's witnesses, the "bindery operation" referenced in the LSA 4 class description is not the in-house operation of the Book and Material Processing section--it is the "Bindery Control" section of the Technical Service Division. This is a separate function from that of the appellant's section (see Respondent's Exhibit #2) and the position responsible for this operation (LSA 4 position) is broader in scope, diversity and complexity than the position responsible for the Book and Materials Processing section. The bindery Control section keeps a catalogue, creates bibliographic records, has independent authority to determine work flow into and through the section, establishes instructions for the binding of each new periodical, operates and makes decisions regarding ongoing budget amounts and controls, and has external contact and follow up (monitoring) contact with vendors relative to contracts for outside binding.

A review of the LSA 4 position description for the Bindery Control Section (Appellant's Exhibit #2) reveals that the diversity, complexity and scope of the operation is greater than that of the appellant's position. The appellant's position, while very important to the library operation, is better described by the LSA 3 class description, "responsible for a recognized program activity or subunit which requires expertise in specific program activities or technical library practices and procedures". (emphasis added). While both positions involve "high volume" areas and "general supervision", the physical processing of books and materials does not include 1) the nature and level of internal and external coordination and communication, 2) the difficult frequency and sensitivity of decision making nor 3) the amount of operations responsibility and accountability as does the bindery control operation.

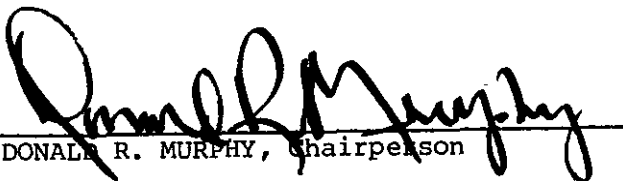
The appellant also used the LSA 4 second shift Circulation Department position description (Appellant's Exhibit #2) for comparison with her position. The Circulation Department position, however, is the "benchmark position" for that part of the LSA 4 class description which indicates the position is "1) independently accountable for a recognized programmatic activity or area of the library such as lead worker over a circulation desk during a shift where there are no other higher level library professionals" (emphasis added). The absence of available library professionals, the very high volume of patron traffic, and the interpretation of library policies and procedures relative to patron needs distinctly removes this LSA 4 position from equivalent comparison with the Appellant's position.

The Commission concludes that the Appellant's position best fits the LSA 3 level and that the appellant was properly reallocated to the LSA 3 level.

ORDER

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

Dated: October 14, 1982 STATE PERSONNEL COMMISSION


DONALD R. MURPHY, Chairperson

JWP:jmf


LAURIE R. McCALLUM, Commissioner


JAMES W. PHILLIPS, Commissioner

Parties:

Rose Mary Wasick
3495 North Oakland
Milwaukee, WI 53211

Charles Grapentine, Administrator
DP
149 E. Wilson Street
Madison, WI 53702

1. Position No.	2. Cert/Reclass Request No.	3. Agency No.
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4. NAME OF EMPLOYEE Rose Mary Wasick	5. DEPARTMENT, UNIT, WORK ADDRESS University of Wisconsin - Milwaukee Library Room 12 APPELLANT'S
6. CLASSIFICATION TITLE OF POSITION Library Service Assistant III	8. NAME AND CLASS OF FORMER INCUMBENT Judy Perkins - ISA III (Library Technician)
7. CLASS TITLE OPTION (To be Filled Out By Personnel Office)	10. NAME AND CLASS OF EMPLOYEES PERFORMING SIMILAR DUTIES Mary Adkisson-Jones - Library Service Assist.
9. AGENCY WORKING TITLE OF POSITION Supervisor, Book and Materials Processing Section	12. FROM APPROXIMATELY WHAT DATE HAS THE EMPLOYEE PERFORMED THE WORK DESCRIBED BELOW? November, 1975
11. NAME AND CLASS OF FIRST-LINE SUPERVISOR Joan Korsmeyer, Assistant Director for Technical Services	13. DOES THIS POSITION SUPERVISE SUBORDINATE EMPLOYEES IN PERMANENT POSITIONS? AND ATTACH A SUPERVISORY POSITION ANALYSIS FORM (DER-PERS-84). Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> IF YES, COMPLETE

14. POSITION SUMMARY - PLEASE DESCRIBE BELOW THE MAJOR GOALS OF THIS POSITION:
Within the established guidelines this position is responsible for the supervision of the staff and the operations of the book and materials section, which includes the processing of all monographs, incomplete serials and microforms. This includes lead work done in the physical processing of library materials for shelving, repair and ~~xxxx~~ in-house binding, photoduplication, mimeographing and card production.

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

TIME %	GOALS AND WORKER ACTIVITIES
	See attached

(Continue on attached sheets)

APPELLANT'S
EXHIBIT # 6

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: Joan Korsmeyer Date: 3/25/82

7. 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: Rose Mary Wasick Date: 3/25/82

3 Signature of Personnel Manager: William D. ... Date: 3/25/82

GOAL A: Responsible within the established guidelines to supervise all materials processed through the Book Processing Dept. in a timely manner (approximately 87,000 volumes annually) for the purpose of patron use.
40%

A 1) Assist in the hiring, firing, discipline, evaluating, training and supervising of Library Service Assistant and student assistants.
10%

A 2) Set priorities and daily work schedules in relation to the various jobs to be done and the expected staff - library assistant and student assistants - to carry it out on any particular day and make final decisions in the section, referring unusual problems to the Assistant Director, if necessary.

A 3) Communicate and resolve problems with all other sections and departments of the library.

A 4) Confer with Assistant Director on unresolved problems.

GOAL B: Responsible for training, supervising and revising students in the process of binding.
25%

B 1) Final decision on selection of appropriate cover stock for binding materials.

B 2) Scheduling of work flow by following the system of highest to lowest priorities with consideration of the specialized skills or knowledge of the Library Service Assistant and students.

GOAL C: Responsible for photocopying all patron, ILL & Reserve requests and internal library orders.
10%

C 1) Checking all requests for compliance of copyright and local policies and process accordingly.

C 2) Deliver materials to appropriate locations.

C 3) Responsible for maintaining a log of the materials copied for yearly auditing purposes.

GOAL D: Responsible within the established guidelines to supervise the repairing and mending of materials already in Library's collection or to be added to the collection.
9%

D 1) Decision on appropriate method of repair, mending or preservation of materials.

D 2) Make recommendations to Acquisition Department on replacements and withdrawals on materials that are beyond repair.

D 3) Make recommendations to Service Charge Section of the Circulation Dept. as to the estimated cost of repairs on a damaged book.

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RMW
3/25/82*

- GOAL E: Responsible within in the established guidelines for all requests from Library for form duplication on mimeography.
5%
- E 1) Final decision if the material is photocopied or mimeographed.
 - E 2) Maintain stencil file for forms frequently used.
 - E 3) Re-order stenciles when needed.
 - E 4) Responsible for maintaining a log of the materials copied for yearly auditing purposes.
- GOAL F: Compute and compile monthly statistics and student work of the department on number of trucks processed, repairs, binding, photoduplication, mimeographing, card production.
4%
- F 1) Compute and prepare for the annual report statistics compiled from monthly statistics.
 - F 2) Maintain student schedules and verify hours by authorizing time cards.
- GOAL G: Responsible for all reproduction of non-OCLC catalog cards for patron use.
3%
- G 1) Compute number of cards needed by number of added entries, subject entries, main entry card and shelf list card, plus any extra cards as indicated by the use of special codes.
 - G 2) Sort and separate cards by order.
 - G 3) Mark cards with appropriate color ink identifying titles, added entries, and subject entries.
 - G 4) Mark shelf list card.
 - G 5) Sort out added entry requiring overtyping and forward to typing section.
 - G 6) Responsible for revising overtyping added entries.
 - G 7) Deliver all other cards to Cataloging Modifications and Revisions Section.
- GOAL H: Responsible for preparation of School of Library Science books and catalog cards for shipment to that school.
1%
- H 1) Physically process SLS books according to special procedures.
 - H 2) Match all books to card sets, either locally produced or created by OCLC, Inc.
 - H 3) Keep a log of all SLS materials to be processed and when shipped.
 - H 4) Send materials to Shipping and Receiving for delivery.

12/13/87
1/3/88

RHW
3/25/88

GOAL I: Responsible for binding of special materials.

1%

I 1) Preparation of newspapers for special binders.

I 2) Bind computer print-outs for internal library use and deliver print-outs to the assigned locations in the library.

GOAL J: Responsible for direction and assistance of students in

1% special projects.

J 1) Creation and design of special informational directional signs to be used in the library.

J 2) Cutting scrap paper into small slips for internal and patron use.

J 3) Call numbers written on loose plates.

GOAL K: Responsible for maintaining electrical and mechanical equipment and ordering supplies used in the section.

1%

K 1) Maintain equipment in proper working order for safety of operators (Brodart binding system, super sealers, planax binding system, electric drill, floor standing stapler, challenge pony lever paper cutter, xerox photocopy machining, potdovin label paster, AB Dick mimeography machining.

K 2) Maintain a yearly record of supplies ordered and update record for the proceeding year.

K 3) Maintain a record of supplies used.

K 4) Responsible for contacting the Library Business office as to the quality and feasibility of supplies.