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 \*  
 KATHRYN R. BEANE, \*  
 \*  
                   Appellant, \*  
 \*  
 v. \*  
 \*  
 Administrator, DIVISION \*  
 OF PERSONNEL, \*  
 \*  
                   Respondent. \*  
 \*  
 Case Nos. 82-140-PC, \*  
           81-184-PC \*  
 \*  
 \* \* \* \* \*

ORDER

The Commission adopts the Proposed Decision and Order as the Final Decision and Order in the above matter, with the following revisions, all of which are found within that portion of the OPINION section entitled Retroactivity.

1. The last full sentence on page 15 is amended to read:

The Commission has previously ruled that, under certain circumstances, reclassification can be made effective retroactively (thereby increasing an employes salary retroactively) to correct an error.

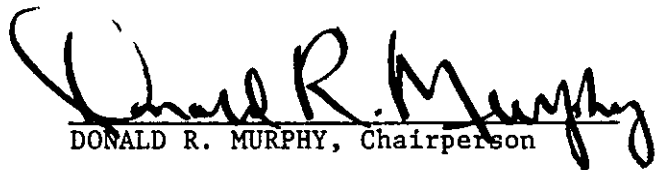
2. The following footnote is inserted after the word "error" on the first line of page 16:

Various decisions issued at the circuit court level have held that the Commission, after reversing a reclassification decision on the merits, lacks the authority under §230.44(4)(c), Stats., to award an increase in salary retroactively to the date of the initial classification decision. The instant case is distinguishable in that the Commission is merely upholding a decision that has already been made by respondent DP. Therefore, the Commission's action is clearly within the authority set out in §230.44(4)(c), Stats., to "affirm ... the action which is the subject of the appeal."

3. The last sentence in the OPINION section on page 17 is amended to read:

Given the clear language of both §Pers 3.01(2)(e) and 29.05, Wis. Adm. Code, and the fact that the respondent's second decision was made as part of a review process that was initiated pursuant to the filing of Case No. 81-184-PC, the Commission concludes that the respondent had the authority to reallocate the appellant's position retroactively to 1981.

Dated: July 21, 1983 STATE PERSONNEL COMMISSION

  
DONALD R. MURPHY, Chairperson

KMS:jmf

  
LAURIE R. McCALLUM, Commissioner

  
DENNIS P. MCGILLIGAN, Commissioner

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Howard Fuller, Secretary  
DER\*  
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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.

STATE OF WISCONSIN

PERSONNEL COMMISSION

\* \* \* \* \*

KATHRYN BEANE,  
                                Appellant,

v.  
Administrator, DIVISION OF  
PERSONNEL,  
                                Respondent.

Case Nos. 81-184-PC,  
                                82-140-PC

\* \* \* \* \*

PROPOSED  
DECISION  
AND  
ORDER

These matters are before the Commission as appeals from respondent's reallocation decisions regarding the appellant's position.

In Case No. 81-184-PC, the issue for hearing was as follows:

Whether or not the decision of the administrator to reallocate appellant's position from Library Associate to Library Associate 2 was correct.

Subissue: Whether appellant's position is more properly classified at Library Associate 2 or Librarian 1, 2 or 3.

In Case No. 82-140-PC, the parties agreed to the following issue for hearing: .

Whether or not the decision of the respondent reallocating the position of the appellant from Library Assistant [Associate] 2 to Library Services Assistant 4 was correct.

Subissue: 1) If it was, can the respondent reallocate the position retroactively to 1981.  
2) If the reallocation decision was incorrect, then is the appellant's position properly classified at the Library Services Assistant 4, or Librarian 1, 2, or 3 level.

Pursuant to the agreement of the parties, the matters have been consolidated for decision purposes.

FINDINGS OF FACT

1. The appellant has been employed at the UW-La Crosse Library (hereafter referred to as Murphy Library) since 1969.
2. At all relevant times, the appellant has worked in the serials department under the first-line supervision of Dale Gresseth. Mr. Gresseth has served as the serials librarian since 1965.
3. Since April of 1976, Mr. Gresseth has also served as Department Chairman. Murphy Library is considered to be an academic department within the university. The position of department chairman is, pursuant to the University's standards as to department size, a part-time position and Mr. Gresseth has at all times retained his title as serials librarian.
4. Mr. Gresseth's immediate superior is Dale Montgomery, the University's Director of Instructional Services.
5. Since becoming department chairman, most of Mr. Gresseth's energies and time have been spent on that function, rather than in the serials area. He has moved his office out of the serials area to a location at the opposite end of the library building.
6. Beginning in 1981, many of the functions in the serials area have been automated. Those functions are as follows:
  - a. Daily check-in. As each issue of a periodical is received, regardless of whether it is unbound, bound or microfilm, it is logged in as being received and is specifically identified;
  - b. Bibliographic information. Each periodical is described, including frequency of publication, month for subscription renewal, and the vendor for the publication;
  - c. Holding statements program. This program describes the completeness of the library's holdings for a particular periodical, noting any missing copies as well as whether the holding are bound or on microform. The serials are also listed by their subject, i.e. those academic departments to which the serial pertains;

d. Vendor retrieval program. The source or vendor for each subscription is identified on this program;

e. Fiscal year expenditures. Expenditures are listed over the fiscal year period by vendor. The information is used for budget decisions.

7. The decision to automate the serials area was made by Dale Montgomery. He reviewed each area in the library and met with interested faculty and staff. Mr. Gresseth was consulted and indicated that he had no objection to computerization of the serials area. Once the decision to automate was made, the appellant worked closely with a systems analyst to develop an appropriate information system. The appellant, rather than Mr. Gresseth, worked with the systems analyst because the appellant was most familiar with those day-to-day operations of the serials area that were to be automated.

8. All those functions that have been automated are either the appellant's direct responsibility or the responsibility of employees whose functions are overseen by the appellant.

9. The appellant oversees the work of a) one half-time employe (Ms. Kreier) whose function is to check-in all incoming mail (daily check-in) and to correspond with vendors regarding any missing issues and b) three or four student assistants who shelve new and returned materials and pull materials for binding.

10. In addition to the automated functions, the appellant was personally responsible for:

a. The circulation function of checking out all periodicals that were going to be borrowed from the library;

b. renewal of existing periodical subscriptions and any correspondence with jobbers (i.e. wholesalers or suppliers stocking materials from a variety of publishers) necessary for renewal;

c. overseeing work of employes who identify volumes that are complete and ready to be bound and then resolving any problems regarding incorrectly bound or mislabeled bound volumes;

d. preparing and updating a "shelf list," i.e. an alphabetical listing of the serials in the library. Completion of a shelf list card does not include the assigning of a call number to the particular serial;

e. answering "reference" questions from library patrons such as directing them to an abstract or index, as well as providing basic instructions on use of indexes and abstracts and of computerized information as to the library's holdings in a particular academic department. Appellant's responsibilities in this area are limited by the existence of an information desk located in the center of the library that is staffed by professional librarians and a two page handout regarding the serials collection that is available at the information desk;

f. removing bound volumes from the serials collection upon receipt of the microform version of the same material. The appellant might also decide to dispose of the library's limited holdings for a specific periodical at the end of a gift subscription that was not going to be continued;

g. acquiring microform in order to replace the far bulkier bound volumes and acquiring replacements for stolen, missing or mutilated serials. These acquisition decisions must be approved by Mr. Gresseth. He approves them automatically;

h. processing "request for acquisition cards" which may be submitted by university staff or faculty, including library employes. After reviewing advertisements from a publisher, the appellant might feel that a particular serial should be obtained for the library's collection. She would then fill out the information on a request for acquisition card (including author, title, date of publication, publisher and price) submit the request to Mr. Gresseth for his approval and, once approved, initiate an order for the publication from the publisher or a jobber. All acquisition requests relating to serials were processed by the appellant who verified or corrected the information on them. This responsibility required contacts with the acquisitions librarian and the special collection librarian. As a consequence of budget limitations relatively few of this type of acquisition request are submitted and approved by Mr. Gresseth.

i. accepting gifts of serials subscriptions from outside sources.

11. As a consequence of budget problems in or about 1980, serials was the subject of a "deselection project," the purpose of which was to

decrease the number of periodicals being received and therefore decrease the budget requirements. The project was conducted by the library's collection development committee and included the active involvement of Mr. Gresseth. Information regarding the cost of the serials being purchased by the library was given to that academic department most closely associated with the periodical. Each department was then asked to rank the periodicals assigned to them according to their relative importance, thereby allowing the less important serials to be discontinued. The appellant's role in the process was mainly to carry out the decisions made by others, i.e. to not renew certain subscriptions and to so notify the appropriate jobbers.

12. For the period relevant to these appeals, the appellant spent approximately 10% of her time on implementing and maintaining the serials automation program, 10% of her time overseeing the work of subordinates, 35% of her time in providing reference service to students and faculty, and 55% of her time in maintaining the shelf list records, replacing bound volumes with microform, processing orders for filling gaps in the collection and for new subscriptions and accepting gifts.

13. A copy of the position standard for the Library Associate 2 classification and the Librarian series is attached hereto and incorporated by reference as if fully set forth as part of this finding. The position standard for the Library Services Assistant series includes the following language:

Inclusions

This series encompasses clerical and paraprofessional positions that perform library support services in a variety of libraries such as agency libraries (e.g., DILHR, Justice), university libraries (e.g., Whitewater, Stevens Point), and reference and research libraries (e.g., Reference and Loan, Historical Society), which require a

degree of knowledge or expertise in library skills, rules and procedures. Positions which operate a OCLC terminal a majority of the time are also included in this series. The majority of these position's time is spent in performing either a specialized phase of library work or performing a variety of library tasks.

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#### CLASS DESCRIPTIONS

##### Library Services Assistant 4

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.

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##### Work Examples - Library Services Assistant 4

Conducts entry verification searches of monographs and/or serials in the process of cataloging.

Conducts bibliographic searches and locates materials in other libraries, i.e., WILS or I.L.L.

May lead a staff on a shift.

Searches and catalogs monographs when cataloging copy exists which requires a working knowledge of a foreign language.

Checks official catalog for entry verification and prepares authority cards for entries not established.

Prepares, collects and compiles data for periodic and special statistical reports.

Supplies data and makes recommendations for budgeting purposes.

Verifies and provides bibliographic data from library reference sources to supply information to inter-loan request.

Establishes and resolves conflict involving name forms based on interpretation of official cataloging rules and local practices.

Independently edits catalog records as it relates to adding, transferring, withdrawing or reinstating titles and/or volumes.



Independently edits catalog records as it relates to adding, transferring, withdrawing or reinstating titles and/or volumes.

Independently responsible for the operation of a periodical room, binder operation or reserve book room.

Maintains a card catalog to include reviewing catalog cards filed by lower level personnel, training and answering all questions these lower level personnel may have and placing the shift of catalog cards when needed.

14. As the term "cataloguing" is defined in the Librarian position standard, the appellant does not perform cataloguing for the serials collection. She does not assign a call number to the serial nor does she subjectively describe the serial beyond categorizing it as being within the scope of one or more of the academic departments within the university.

15. The appellant does perform "acquisition work" as that term is defined in the Librarian position standard. However, the bulk of appellant's work in this area (i.e. filling in gaps in the collection due to stolen, missing or mutilated issues) does not involve substantial discretion. All requests for acquisition cards for new subscriptions are reviewed for approval by Mr. Gresseth. The only acquisition work done by the appellant that involves the exercise of discretion and that is not reviewed by Mr. Gresseth is for gifts of subscriptions.

16. "Weeding," in library terminology, is the deselection and disposal of titles from a library's collection. With the exception of disposing of back issues from unrenewed gift subscriptions and disposing of an incomplete volume instead of ordering replacement issues to complete the volume, the appellant does not perform a weeding function. Replacement of bound volumes with microform does not constitute weeding.

17. The appellant performs a limited collection development function, as the term "collection development" is defined in the librarian position standard, for the serials area. The appellant's role in this function is based on her familiarity with the existing serials collection, her knowledge as to the availability of additional serials and her frequent contact with library patrons.

18. Murphy Library has a Collection Development Committee, of which Mr. Gresseth, as chairman of the department, is automatically a member. The appellant is not a member.

19. Upon Mr. Gresseth's election to the position of department chairman, his role in the serials area decreased. His serials activities were limited to seeing that the area was open, responding to any complaints (none were identified), working on the deselection project and on the Collection Development Committee, rearranging the shelves during student vacations, approving any orders for new subscriptions, and reworking the subject headings for the printout of the serials holdings.

20. The appellant was never called to Mr. Gresseth's office while he was department chairman to discuss serials matters, nor did she ever seek advice or guidance from Mr. Gresseth during this period.

21. In early 1981, pursuant to a survey of library positions throughout the state, the appellant's position was reallocated from Library Associate to Library Associate 2 (LA2). That reallocation was appealed to the Commission.

22. During the course of preparing for hearing on its reallocation decision, the respondent conducted a further review of appellant's position and during April or May of 1982, decided that the appellant's position was more appropriately classified at the Library Services

Assistant 4 (LSA4) level, effective retroactively to the time of the original reallocation decision. This decision was also appealed.

23. The majority of the appellant's responsibilities are not "professional" in nature as that term is defined in §111.81(11), Wis. Stats., as set forth on the Librarian position standard.

24. The appellant's position is adequately described in the LSA4 class description as being "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.

25. The appellant's position is better described by the class description for LSA4 than for LA2 or Librarian 1, 2, or 3.

#### CONCLUSIONS OF LAW

1. These matters are appropriately before the Commission pursuant to §230.44(1)(a), Wis. Stats.

2. The appellant has the burden of proving that the respondent's reallocation decisions were incorrect.

3. The respondent has admitted that its initial reallocation decision was in error.

4. The appellant has failed to meet its burden of proof as to the second reallocation decision.

5. Respondent's decision reallocating the appellant's position to the LSA4 level, effective as of 1981, was correct.

#### OPINION

The procedural mechanism by which these two reallocation cases have been appealed to the Commission is sufficiently described in the Findings of Fact.

The appellant's primary argument is that Mr. Gresseth, in taking on the responsibilities of department chairman, distanced himself from the serials area to the extent that the appellant, rather than Mr. Gresseth, was the Serials Librarian or was running the serials area. Testimony to this effect was offered by Murphy Library's Special Collections Librarian and by its Acquisitions Librarian. While the testimony clearly showed that the appellant performed the majority of the responsibilities in the serials area, Mr. Gresseth retained his authority with respect to some highly discretionary and "professional" type functions, including acquisition of new serials and deselection or weeding. The appellant's responsibilities as to collections development, acquisitions and reference were all limited to narrow areas.

The appellant also relied on the language of her 1976 and 1980 position descriptions and various employe performance evaluations completed by her first-line supervisor. These position descriptions and evaluations, standing alone, would indicate that the appellant was responsible for the deselection program, all decisions to weed and cataloguing. However, evidence produced at hearing showed that the appellant was not in fact responsible for these functions at least as they are defined in the Librarian position standards.

A total of five different classifications are in issue in these appeals. The Library Associate 2 classification is defined as including positions "with responsibility for performing a technical library function of considerable difficulty such as cataloguing or acquisitions in a specialized area such a language, social or physical science."

(Emphasis added.) In the present case, the appellant is not assigned to one function, but performs a variety of tasks all of which are related to

the serials operation. Therefore, the Library Associate 2 level is not an appropriate classification for the appellant's position.

The Librarian and LSA series are differentiated by whether or not the position in question is performing "professional" functions. (See attached Librarian Position Standard, paragraphs I.B. Inclusions and I.C. Exclusions.) There is little question that in accepting gifts and in answering some of the reference questions that are posed to her, the appellant is performing a professional function. However, the bulk of the appellant's work, including renewals, check-in, shelf listing, filling gaps in the collection, substitution of microform for bound volumes, the automated function generally, and the locations type of reference questions, are clerical or paraprofessional. Given Mr. Gresseth's retention of control over the selection and deselection functions, the appellant's position cannot be deemed to involve the consistent exercise of discretion and judgment.

An analysis of position descriptions for some other library positions in state service does not support reallocation of the appellant's position to the Librarian series.<sup>FN</sup> The position held by James Danky, a Librarian 3 in the Periodicals Unit of the Acquisitions Section of the State Historical Society, includes making final selection decisions regarding addition to the Society's serials collection,

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<sup>FN</sup> The appellant objected to the introduction of position descriptions offered by the respondent as representing positions comparable to the appellant's. The examiner overruled the objection but in her brief, appellant argued that the position descriptions constituted hearsay and could not be relied upon by the Commission in its role as a fact finder. The Commission finds the position description to be regularly kept records that are inherently trustworthy.

cataloguing the serials and preparing narrative and statistical reports on the collection. A Librarian I position held by Barbara Rosenthal and supervising the operation of the Educational Media Collection at UW-Oshkosh, allots fully 70% of the incumbent's time to either collection development (i.e. actual selection or weeding) or cataloguing. Both the Danky and Rosenthal positions in the librarian series exercise substantially more discretion and judgment than does the appellant's.

The comparable positions at the LSA series have responsibilities that are more similar to the appellant's. The LSA4 position held by Deborah Zeier in the periodical room at Memorial Library, UW-Madison, is summarized in her position description as follows:

This employee will work with a collection of over 3200 English and foreign language periodicals and newspapers in both a public service and a technical capacity. He/she is the lead worker, directly responsible to the specialist, for all on going activity in Periodicals. This includes interpreting policy and procedural questions for all lower level employees. This employee compiles and prepares statistical data for reports and budgets, sets up new titles, and is responsible for editing all bibliographic records as they pertain to Periodicals. He/she initiates and updates subject bibliographies and departmental manuals, and is responsible for claiming, replacing, and sending for binding periodicals. One half of one's time is spent assisting the public in answering questions concerning journals and newspapers received in the department, recommending indexing services available, and suggesting other sources of information in the library. As lead worker, this employee will assume all responsibilities of the supervisor in her absence and will be independently accountable for Periodical Room operations to the head of Public Services.

The reference function performed by Ms. Zeier appears to be similar to the reference responsibilities of the appellant. The LSA 3 position of Arlene Paez in the UW-Oshkosh library is summarized as follows:

This position provides periodicals assistance in the Polk Library as well as maintaining records and files. Functions as a lead worker in the periodicals area; assigning and reviewing work of two half-time permanent employees. Functions independently; no professional librarian assigned to area.

Ms. Paez's functions include contacting jobbers and maintaining the periodicals title catalogue. Based on that portion of Ms. Paez's position description that is in the record, she performs a similar although somewhat narrower function. For example, there is no indication that Ms. Paez is involved in ordering new subscriptions or in accepting gifts. However, Ms. Paez's position is classified at the LSA3 level and it's specifically noted that she functions independently because no professional librarian is assigned to the area. The additional responsibilities performed by the appellant in specific areas can account for the different classification levels for the two positions.

Based upon the above analysis, the Commission concludes that the appellant's position is more appropriately classified at the LSA 4 level than in the Librarian series. In reaching this conclusion the Commission recognizes that the appellant does not perfectly fit within the LSA4 classification. However, the goal in this type of a case is to arrive at the best fit because an exact fit is rarely possible. Kailin v. Weaver & Wettengel, Pers. Bd. 73-124 (11/28/75).

During the course of the hearing as well as in her post-hearing brief, the appellant objected to opinion testimony by the personnel specialist, employed by the respondent, who reviewed the appellant's position. The appellant quoted the decision in the case of Division of Personnel v. Personnel Commission (Saviano), 79-CV-3720, Dane County Circuit Court (12-2-80) in support of her position. That decision provides, in part:

In considering questions of law, a reviewing Court is required to give great weight to the agency's interpretation of the law. Sec. 227.20(10), Stats; City of Milwaukee v. WERC, 71 Wis 2d 709, 714-715, 239 NW2d 63 (1976). Given the fact that

the Commission was authorized to hear the present classification decision and is the agency whose action is reviewed, the court finds that it, and not the petitioner, is the agency entitled to deference here.

The fact that the Commission's decision, rather than the decision of the Division of Personnel, is entitled to deference upon judicial review has little or no bearing on the respondent's ability to offer a personnel specialist's opinion testimony in a case before the Commission. Nothing within §227.08(1), Wis. Stats., acts to specifically exclude opinion testimony in administrative hearings. The only explicit exclusion under that section is of "immaterial, irrelevant or unduly repetitious testimony." As "testimony having reasonably probative value" on the issue of whether or not to uphold a reallocation decision, the testimony of the personnel specialist in these appeals was not objectionable. As stated in McCormick on Evidence §353 (Second Ed.):

The general admissibility of expert and non-expert testimony in administrative hearings is no longer open to question, but doubt still exists regarding the weight an expert's views should be given.

#### Retroactivity

The final issue in these cases is whether the respondent has the authority to reallocate the appellant's position retroactively to the effective date of its original decision. Pursuant to §Pers 3.01(2), Wis. Adm. Code, the term "reallocation" is defined as follows:

Reallocation means the assignment of a position to a different class by the administrator as provided in §230.09(2), Stats., based upon: (a) A change in concept of the class or series;

\* \* \*

(e) The correction of an error in the previous assignment of a position;



The respondent's first reallocation decision was based on the recommendations of the personnel shop at UW-La Crosse and was made without conducting a review. During or soon after the prehearing conference that was held regarding appellant's initial appeal, the respondent agreed to review the appellant's position upon the submission of a new position description. When a new position description was not forthcoming, a personnel specialist employed by the respondent held discussions with Mr. Gresseth and Mr. Montgomery regarding the appellant's duties. The appellant declined to discuss her duties with the personnel specialist, so respondent ultimately deposed her and based its second decision on the deposition and the contacts with Mr. Gresseth and Mr. Montgomery.

The effect of the second decision was to modify the respondent's initial decision based on the conclusion that it had been erroneous. (Respondent's Exhibit #12) Due to the pendency of the appeal, had the respondent concluded that its initial decision was in error and that the appellant's position should be reclassified upward to the Librarian series, the effective date of the reallocation would have been the same date identified on the original reallocation notice. The fact that the second notice instead provided a lower classification level than the first decision should not alter the effective date of that second notice.

The Commission has previously ruled that reclassifications can be made effective retroactively, thereby increasing an employe's salary retroactively, to correct an error. In Kimball v. DP & DHSS, Case No. 79-236-PC (4-23-81), the Commission found that an action of a personnel office in misfiling a reclassification recommendation constituted a

ministerial error, which should have been corrected by invoking what is now §Pers 29.05, Wis. Adm. Code, which provides:

Except for action in accordance with §§230.43(4), 230.44(4)(c) and 230.45, Wis. Stats., or to correct an error, no pay increases or decreases shall be retroactive. (Emphasis added)

The appellant cites State ex rel Tracy v. Henry, 219 Wis. 53 (1935) for the proposition that "personnel transactions may not be implemented retroactively, especially in justification of management mistakes." In Tracy, the Secretary of State had sought to discharge a large group of employes retroactively to a date approximately fifteen months before the notice of discharge was provided to the employes. The applicable statute specifically required notice prior to the effective date of the action so the court upheld the granting of a writ of mandamus compelling the employe's reinstatement. Nothing within the language of Tracy indicates that its holding should act to bar retroactive reallocation under the circumstances of this case, particularly where no statutory prohibition exists. The appellant also argues that the language of a 1947 Attorney General's Opinion (36 OAG 317) specifically precludes retroactive reallocation. The attorney general "found nothing in the statute that would give the director [of personnel] either express or implied authority to make a reallocation of a position retroactive." 36 OAG 317, 319. The attorney general's opinion was based on law existing in 1947. Based upon the text of the opinion, it would appear that the current process of regrading incumbents into reallocated or reclassified positions was unavailable in 1947. It would also appear that nothing comparable to the current language of §Pers 29.05, Wis. Adm. Code, existed at that time. These distinctions between the 1947 law and the

current law provide a sufficient basis for concluding that the 1947 Opinion of the Attorney General is not binding on the Commission in the instant appeals.

Given the Commission's prior ruling in Kimball, the clear language of both §§Pers 3.01(2)(e) and 29.05, Wis. Adm. Code, and the fact that the respondent's second decision was made as part of a review process that was initiated pursuant to the filing of Case No. 81-184-PC, the Commission concludes that the respondent had the authority to reallocate the appellant's position retroactively to 1981.

ORDER

The Commission affirms the decision of the respondent reallocating the appellant's position to the LSA4 level and dismisses the appeals.

Dated: \_\_\_\_\_, 1983

STATE PERSONNEL COMMISSION

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DONALD R. MURPHY, Chairperson

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LAURIE R. McCALLUM, Commissioner

KMS: jmf

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JAMES W. PHILLIPS, Commissioner

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RECEIVED

Library Associate 2

JUN 15 1982

PR13-02

Class DescriptionPersonnel  
CommissionDefinition:

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 non-print 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.

Qualifications:

The qualifications required for this classification level will be determined on a position-by-position basis at the time of recruitment. Such determinations will be made based on an analysis of the objectives and tasks performed and by an identification of the education, training, work or other life experience which would provide reasonable assurance that the skills required to perform the tasks and the knowledge required upon appointment have been acquired.

## Librarian

## Position Standard

JUN 15 1982

Personnel  
Commission

## I. INTRODUCTION

A. Purpose of Position Standard

This position standard is intended to be used for making classification decisions relative to present and future positions performing professional librarian duties. Because of the variety of ways in which positions can be structured in this occupation area, this position standard may not specifically identify every eventuality or combination of duties and responsibilities which may exist in the future.

B. Inclusions

This position standard describes service oriented positions in a library which are performing coordinative and analytical work which is considered to "professional" in nature as defined by s.111.81(11). This currently includes work that (a) is predominantly intellectual and varied rather than routine mental, manual, mechanical or physical work; (b) involves the consistent exercise of discretion and judgment; (c) is of such a character that the output produced or the result accomplished cannot be standardized in relation to a given period of time; and (d) frequently requires knowledge of an advanced type.

Positions will function in a variety of libraries such as agency libraries (e.g., DILHR, Justice), and reference-research libraries (e.g., DPJ-Reference and Loan, Historical Society).

Positions function a majority of the time as a specialist or generalist in a library.

C. Exclusions

This position standard specifically excludes the following types of positions:

- 1) All supervisory, management and confidential positions;
- 2) Positions which perform clerical or paraprofessional functions;
- 3) Positions which are more appropriately identified by other class series such as Library Associate, Library Services Assistant or Library Consultant;
- 4) Positions which perform classroom teaching and require teacher certification;
- 5) Positions involving archives or curatorial work;
- 6) Positions involving the application of accepted principles and techniques of Medical Records Librarians covering the development, maintenance, analysis and use of diagnostic therapeutic medical records should be allocated to the Medical Records Librarian class.

D. Entrance and Progression Through the Series

Entrance into this series will normally be by competitive means. Reclassification of positions to higher levels within this series will be permitted when it can be shown that the changes in duties and responsibilities which justify the higher class level have been a logical and gradual, outgrowth of the position's original duties and responsibilities. Positions which could be classified at a higher level as a result of a sudden change in duties and/or the addition of unrelated duties and responsibilities will normally be filled by competition.

E. Areas of Specialization

If, as a result of position analysis, it is determined that special qualifications are required in filling a position, options for recruitment, examination and certification or layoff, subsequent personnel transactions may also be based on such special qualifications. The most commonly used areas of specialization are currently a subject or program area, such as a social or physical science.

In addition, other areas of specialization may exist which will have limited application. Because of their limited use, these areas of specialization cannot always be enumerated in the allocation portion of the position standard. The correct classification for positions in these areas of specialization must be determined on an individual basis.

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:

ACCESSION NUMBER - A number assigned to each book or item as it is received by the library. Accession numbers can be assigned through continuous numbering or a coded system. These numbers are sometimes required to operate a circulation control system.

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

ADDED ENTRY - Any entry, other than a subject entry, that is made in a catalog in addition to the main entry. Added entries can be made for a joint author, illustrator, editor, compiler, translator, series, etc.

AGENCY LIBRARY - A library located in a State department which has a primary purpose to serve the department staff in support of the department's mission.

ANNUAL - A serial work that is issued once a year.

AUTHOR ENTRY - The name of the author of a book used as an entry in the catalog. This is usually the main entry.

AUTHORITY FILE - A record of the proper form of names, subjects, or series used in a catalog. The purpose of an authority file is to keep entries uniform.

BIBLIOGRAPHY - A list of books or periodical articles, usually on a particular subject. National bibliographies may include all books published in a particular geographic area or written in a particular language.

**BRANCH LIBRARY** - A satellite library operation which does not perform the full range of technical and/or public services as the main library does.

**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.

**CLOSE SUPERVISION** - Implies that the work is performed according to detailed instructions and that supervision is available on short notice.

**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 the library services.

**CORPORATE BODY** - An organization or group of persons that is identified by a name and that acts as an entity. Corporate bodies include business firms, associations, conferences, institutions and government agencies.

**CUTTER NUMBER** - A number from the Cutter-Sanborn Tables used as an author number which is used to maintain an alphabetical author arrangement on the shelves.

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

**DIVIDED CATALOG** - A catalog in more than one part. It usually consists of two parts: one part has author, title, and other added entries in alphabetical order, and a second part has all subject entries in alphabetical order.

**ENTRY** - A record of a bibliographic entry in a catalog, or a heading that represents the choice of main entry in a catalog. Besides the main entry there may be entries for authors, titles, editors, series, and subjects.

**GENERAL SUPERVISION** - Implies that the work is performed independently. The incumbent seldom refers matters to supervisor except for clarification of policy.

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

**INTERLIBRARY LOAN** - The lending of material or copies of material by one library to another library.

**INTERNATIONAL STANDARD BOOK NUMBER (ISBN)** - A unique ten-digit number assigned to each book published in the United States as well as in other countries.

**INTERNATIONAL STANDARD SERIAL NUMBER (ISSN)** - A system of assigning a unique eight-digit number to each serial title published.

**JOBBER** - A supplier, usually a wholesaler, who stocks a wide range of items. Jobbers are used by acquisition departments, because it becomes possible to secure from one source items produced by many different publishers.

**LIMITED SUPERVISION** - Implies that the incumbent proceeds on his/her own initiative while complying with policies, practices and procedures prescribed by the supervisor. The supervisor generally answers questions only on the more important phases of the work.

**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.

**MICROFORM** - A photographic miniature reproduction on film that must be magnified on special machines in order to be read. Also called "microreproductions". Microform formats include aperture cards, microfiche, microfilm, and ultramicrofiche.

**MONOGRAPH** - A book, usually a systematic and complete study of a particular subject. Often used in libraries as a synonym for the words "book" or "title".

**MONOGRAPH SERIES** - A series of monographs with a collective title, usually published by a university press or a society.

**NAME AUTHORITY FILE** - A file of the proper form for names used in a catalog. It records the "see" and "see also" references made for each name.

**PERIODICAL** - A publication issued in succeeding parts, each with the same title but with a different number. Most periodicals are issued at regular intervals and in paper covers. Libraries usually secure periodicals on a subscription basis.

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

**REFERENCE/RESEARCH LIBRARY** - A library containing an aggregation of all sorts of books and periodical and manuscript materials, assembled together not for sustained pleasure reading, but rather for research. These libraries include current and retrospective information services covering a relatively broad subject area, and maintain or preserves its collection for long periods of time.

**REPRINT** - A new issue (printing) of material that has been published before. The new printing contains no textual changes except for the correction of printer's errors from the first printing. The period of time that passes between the first printing and the reprinting may be a day, several weeks, or hundreds of years.

**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.



**SERIAL** - A publication issued in successive parts at regular or irregular intervals. Usually it is intended to be continued indefinitely. Included are periodicals, newspapers, proceedings, reports, annuals, and numbered monographic series.

**SERIES** - A number of separate works usually issued in succession and usually related to one another in subject or form, issued by the same publisher, and in uniform style. The collective series title may appear at the head of the title page, on a half-title page, or on the cover.

**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.

**TITLE ENTRY** - The record of a work in the catalog under the title.

#### G. Classification Factors

Because of the variety of library programs and their varying degrees of complexity, individual position allocations have and will be based upon general classification factors such as those listed below:

1. Organizational status as it relates to the level of responsibility assigned and accountability assumed for program policy development and/or implementation functions;
2. Availability and applicability of established guidelines, procedures, precedents, and legal interpretations;
3. Potential impact of policy and/or program decisions on the public, patrons, other governmental entities, and the state's resources;
4. Degree of internal and external coordination required to accomplish objectives;
5. Availability of other nonsubordinate staff whose authority it is to make the most difficult and unprecedented program decisions or interpretations; and
6. Scope, variety and complexity of decisions considering the number and nature of the variables that are relevant to the specific decision.

## 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.F. 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.

## Librarian 2

PR13-04

This is professional library work in a state agency or institution. Positions allocated to this level function either as 1) the chief librarian in a state agency responsible for all library operations including cataloging, circulation, acquisitions, reference, and in addition performs a variety of administrative tasks associated with planning, organizing, and directing all department library operations; 2) a subject matter specialist performing a wide range of library functions in addition to establishing policies and procedures affecting their specialty area, which transcends departmental boundaries. Positions may in addition function as leadworkers of lower level personnel. Positions at this level function under the general supervision of administrative staff or higher level supervisory librarians. It should also be noted that positions of a similar kind, level scope and complexity will also be allocated to this classification.

### Representative Positions

#### Department of Industry, Labor and Human Relations - Chief Librarian

Coordinates acquisitions and circulation activities; researches reference documents to answer informational and reference questions; provides inter-library loan activities; evaluates and selecting new materials; manages funds for the Government Printing Office deposit account; establishes library policies and procedures; and plans and develops library references.

Department of Natural Resources - Chief Librarian

Develops library policies and procedures; coordinates library services between outlying districts; prepares the library budget; coordinates library reference services; and catalogs and classifies library materials.

H&SS - Mendota - Specialist

Audio-Visual (AV) provides research and reference services to institution staff and members of the general public; provides consultation to community mental health centers on referral services, equipment, collection development, etc.; develops budget requests for AV materials; and selects and catalogs AV materials.

Legislative Reference Bureau - Specialist

Assembles, organizes and classifies newspaper and legislative magazine clippings on a variety of subject areas; recatalogs committee hearings, reports and bills; and updates the periodical and series collection.

Librarian 3

PR13-05

This is advanced professional library work. Positions allocated to this level are highly specialized and are responsible for providing professional library services to any statewide library system. Positions are responsible for providing professional library services to patrons on a nationwide basis and in addition function as a depository for unique or specialized materials. Positions may in addition function as leadworkers of lower level personnel. Positions at this level function under the general supervision of a Librarian Supervisor. It should also be noted that positions of a similar kind, level, scope and complexity will also be allocated to this level.

Representative Positions

DPI - Reference & Loan

Audio-visual Librarian - provides AV materials; develops policies and procedures as they relate to providing statewide AV reference and loan services; coordinates the selection and acquisition of AV materials; maintains a weeding program; catalogs a variety of AV materials; and answers specialized AV reference questions.

Historical Society - Assistant Government Publications

Librarian - Reviews and directs the work of the State, Provincial, and Local Government publications unit; catalogs Wisconsin government serials; instructs and reviews the descriptive cataloging of retrospective materials and assigns call numbers; and determines the units conservation needs.

III. QUALIFICATIONS

The qualifications required for this classification will be determined on a position-by-position basis at the time of recruitment. Such determinations will be made based on analysis of the objectives and tasks performed and on an identification of the education, training, work or other life experience which would provide reasonable assurance that the skills required to perform the tasks and the knowledge required upon appointment have been acquired.