

STATE OF WISCONSIN

PERSONNEL COMMISSION

\* \* \* \* \*  
 NORMAN CARD,  
                     Appellant,  
 v.  
 President, UNIVERSITY OF  
 WISCONSIN, and Secretary,  
 DEPARTMENT OF EMPLOYMENT  
 RELATIONS,  
                     Respondents.  
 Case No. 83-0198-PC  
 \* \* \* \* \*

ORDER

This matter is before the Commission following the promulgation of a proposed decision by the hearing examiner pursuant to §227.09(2), Stats. The Commission has considered the appellant's objections and arguments. The Commission incorporates by reference and adopts as its final decision in this case the proposed decision and order (copy attached). The Commission also adds the following additional opinion:

Appellant attempted to draw a comparison between his position and that of Howard Behm, Supervisor of the Medical Equipment Repair Section at the Center for Health Sciences on the University of Wisconsin-Madison campus. Mr. Behm is classified at the ES-4 level and supervises four ET-5 positions. The only ET-5 position supervised by Mr. Behm which was discussed as a part of the record in the present proceeding was that occupied by Howard Orloff. Mr. Orloff's position description indicates that, as of April, 1981, "about 50% of the equipment worked on does not have repair manuals or schematic diagrams available to the technicians. Often they must evaluate prototypes or first-of-a-kind new equipment (with no printed information available) to assure safety and proper operation." Although

the record indicates that the equipment with which the Orloff position now works has changed since the position was classified at the ET-5 level in April of 1981, it is clear that, in view of the description of the equipment in the Orloff position description, the Orloff position was properly classified in April of 1981 when the Orloff position description was drafted and the classification decision was made. As a consequence of this and the hierarchical nature of the ET and ES series as described in the proposed decision, it must be concluded that the position which supervised the Orloff position, i.e., the Behm position, was appropriately classified at the ES-4 level in April of 1981. This analysis of the Orloff and Behm position descriptions supports the conclusion that, to justify classification at the ES-4 level, a position must, at the time the position is classified, supervise employes who work with unique and specialized research equipment or the most specialized and technically advanced (state-of-the-art) electronic equipment which can be characterized as having been specially designed and constructed, and unique in kind. Despite the fact that the duties currently performed by the Orloff and Behm positions may no longer justify classification at the ET-5 and ES-4 levels, respectively, it is not the purpose of this appeal to review the current appropriateness of the classifications of these two positions. Moreover, the fact that two other positions are no longer properly classified would not justify the reclassification of appellant's position. Appellant must demonstrate that his position satisfies the requirements of the ES-4 position standard.

Appellant also takes issue in his objections with the positions selected by respondent for the purpose of drawing comparisons with appellant's position and feels that comparisons to other positions classified at the ES-4 level would have demonstrated that appellant's position should be

classified as an ES-4. However, information relating to these other positions was not introduced at the hearing and is not a part of the record in this appeal and it would be inappropriate for the Commission to consider it.

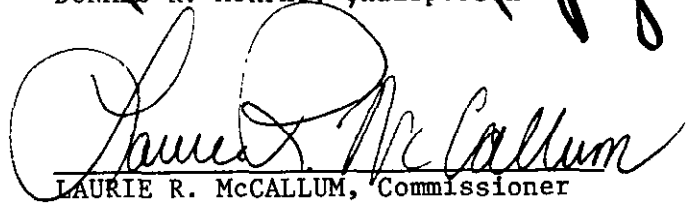
Finally, and most importantly, it should be emphasized that the classification specifications for an ES-4 are very specific and not ambiguous and, regardless of the current appropriateness of the classifications of other positions, the majority of the duties and responsibilities of appellant's position clearly do not satisfy the requirements of such class specifications.

ORDER


The decision of respondents denying the request for the reclassification of appellant's position from the ES 3 to the ES 4 level is affirmed and this appeal is dismissed.

Dated: February 2, 1984 STATE PERSONNEL COMMISSION

  
DONALD R. MURPHY, Chairperson

  
LAURIE R. MCCALLUM, Commissioner

LRM:jmf  
JPDO4

  
DENNIS P. MCGILLIGAN, Commissioner

Parties:

Norman Card  
Media Develop. Center  
UW-Eau Claire  
Eau Claire, WI 54701

Robert O'Neil, President  
1700 Van Hise Hall  
1220 Linden Drive  
Madison, WI 53706

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

STATE OF WISCONSIN

PERSONNEL COMMISSION

\* \* \* \* \*

NORMAN CARD,

                  Appellant,

v.

President, UNIVERSITY OF  
WISCONSIN, and Secretary,  
DEPARTMENT OF EMPLOYMENT  
RELATIONS,

                  Respondents.

Case No. 83-0198-PC

\* \* \* \* \*

PROPOSED  
DECISION  
AND  
ORDER

NATURE OF THE CASE

This is an appeal pursuant to §230.44(1)(b), Stats., of a denial of a request for reclassification.

FINDINGS OF FACT

1. At all times relevant to this matter, appellant has been employed in the classified civil service in the Media Development Center at the University of Wisconsin-Eau Claire.

2. When appellant was originally hired by the University of Wisconsin-Eau Claire in 1970, his position was classified at the Electronics Technician 1 (ET 1) level. In July of 1978, appellant's position was reallocated from an ET 2 to an Electronics Supervisor 2 level as a result of a personnel survey conducted by the Division of Personnel. In July of 1979, appellant's position was reclassified to the Electronics Supervisor 3 (ES 3) level.

3. The duties and responsibilities of appellant's position are accurately described in the position description signed by the appellant on

October 8, 1982, a copy of which is attached hereto and incorporated by reference as if fully set forth as a part of this finding.

4. Relevant class descriptions in the ET and ES series include the following:

Electronics Technician 4

This is entry level technical work in the design and construction of electronic equipment, or objective level work in the maintenance and repair of complex electronic equipment. Positions allocated to this class may function in either of the following capacities: 1) in a full performance capacity under general supervision, responsible for the maintenance, repair, installation, calibration and modification of complex electronic research, instructional, medical, and/or air monitoring and data acquisition equipment; 2) in an entry level capacity under close supervision, responsible for assisting in the design and construction of unique and specialized research equipment. Maintenance and repair work at this level is differentiated from similar work at lower levels in that it involves the most complex equipment and instrumentation requiring the application of advanced maintenance and repair theory.

Note: Design as identified at this level involves the exercise of initiative, judgment, and creativity and the application of a cumulative, specialized and practical knowledge in the creation of electronic equipment where the schematic diagrams for such devices are not readily available from any other source. The nature of the work is such that the equipment which is being designed has critical and unique cost, safety, size, performance and/or operational requirements which must be dealt with as part of the design process. It also involves calculating the component values necessary to the circuit operation.

Electronics Technician 5

This is objective level technical work in the design and construction of electronic equipment or the advanced maintenance and repair of complex electronic equipment. Positions allocated to this class function in either of the following capacities: 1) in a full performance capacity under general supervision, responsible for the design and construction of unique and specialized research equipment; 2) in an advanced capacity under general supervision, responsible for the maintenance, repair, installation, calibration and modification of the most specialized and technically advanced (state-of-the-art) electronic equipment which can be characterized as having been specially designed and constructed, and unique in kind.

Note: Design as identified at this level involves the exercise of initiative, judgment, and creativity and the application of a cumulative, specialized and practical knowledge in the creation of electronic equipment where the schematic diagrams for such devices are

not readily available from any other source. The nature of the work is such that the equipment which is being designed has critical and unique cost, safety, size, performance and/or operational requirements which must be dealt with as part of the design process. It also involves calculating the component values necessary to the circuit operation.

#### Electronics Supervisor 3

This is very responsible supervisory work in the maintenance and repair of electronics equipment. Positions allocated to this class are responsible for supervising employes involved in the maintenance, repair, installation, calibration, and modification of complex electronic research, instructional, medical, and/or air monitoring and data acquisition equipment. Work is reviewed through written reports and conferences with program directors.

#### Electronics Supervisor 4

This is highly responsible supervisor work in the maintenance and/or design of electronics equipment. Positions allocated to this class are responsible for supervising employes involved in the design and construction of unique and specialized research equipment or the maintenance, repair, installation, calibration, and modification of the most specialized and technically advanced (state-of-the-art) electronic equipment which can be characterized as having been specially designed and constructed, and unique in kind. Work is reviewed through written reports and conferences with program or project directors.

Note: Design as identified at this level involves the exercise of initiative, judgment, and creativity and the application of a cumulative, specialized and practical knowledge in the creation of electronic equipment where the schematic diagrams for such devices are not readily available from any other source. The nature of the work is such that the equipment which is being designed has critical and unique cost, safety, size, performance and/or operational requirements which must be dealt with as part of the design process. It also involves calculating the component values necessary to the circuit operation.

5. In a letter dated August 12, 1983, respondent University of Wisconsin denied appellant's request for reclassification from the ES 3 level to the ES 4 level. On September 12, 1983, appellant filed a timely appeal of this denial with the Commission.

6. A review of the language of the classification specifications for the ET and ES series and of the allocation pattern for the ET and ES series indicates that, in order to be classified as an ES 4, a position must

supervise at least one position performing the duties and responsibilities described in the ET 5 class specifications.

7. Appellant does not supervise an ET 5 position nor a position performing the duties and responsibilities described in the ET 5 class specifications.

8. The duties and responsibilities of appellant's position are more accurately described by the class specifications for an ES 3 and appellant's position is more appropriately classified as an ES 4.

#### CONCLUSIONS OF LAW

1. This appeal is appropriately before the Commission pursuant to §230.44(1)(b), Stats.

2. The appellant has the burden of proof.

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

4. The respondents' decision to deny the request for reclassification of appellant's position from ES 3 to ES 4 was not incorrect.

#### OPINION

In order to be classified at the ES 4 level, a position must be responsible for supervising positions involved in the design and construction of unique and specialized research equipment or the maintenance, repair, installation, calibration, and modification of the most specialized and technically advanced (state-of-the-art) electronic equipment which can be characterized as having been specially designed and constructed, and unique in kind. By definition, the duties required to be performed by positions supervised by an ES 4 are the duties performed by positions at the ET 5 level and not by positions at the ET 4 level. Of the positions which appellant supervises, those at the highest classification level are classified at the ET 4, not the ET 5, level. A review of the position



description of an ET 4 position which appellant supervises (Respondent's Exhibit 7) indicates that the duties and responsibilities of such position are most accurately described by the class specifications for an ET 4. The primary focus of this position is not the design or construction of unique and specialized research equipment. Eighty percent of the work time of this position is devoted to the maintenance of highly complex computer equipment. This equipment, however, does not satisfy the definition of "state-of-the-art" equipment as contained in the classification specifications for an ET 4, i.e., electronic equipment which can be characterized as having been specially designed and constructed and unique in kind. The types of computer equipment maintained by this position are mass-produced, not one-of-a-kind.

Although appellant's position does design and construct certain equipment, it is not the primary focus of appellant's position, at least some of such equipment is not "state-of-the-art" (see above), and appellant does not supervise employees whose primary responsibility is the design of such equipment.

The duties and responsibilities of appellant's position clearly do not satisfy the requirements for classification as an ES 4 and are more accurately described by the classification specifications for an ES 3. Although appellant contends that such classification specifications are out-dated, the Commission does not have the authority to update the class specifications but is bound by those currently in effect. (Zhe et al v. DHSS & DP, Case No. 80-285-PC, 11/19/81 (affirmed, Dane County Circuit Court, 81CV6492, 11/82')). In addition, appellant contends that certain of the positions used for comparison purposes in the record of this appeal no longer perform the duties upon which classification decisions relating to

such positions were made. However, the record indicates that, in view of the duties and responsibilities of such positions at the time these classification decisions were made, the positions were properly classified. It is not possible for the Commission, in the absence of updated position descriptions or a more complete record as to the actual current duties and responsibilities of such positions to determine the proper classifications of such positions.

ORDER

The decision of respondents denying the request for the reclassification of appellant's position from the ES 3 to the ES 4 level is affirmed and this appeal is dismissed.

Dated: \_\_\_\_\_, 1983      STATE PERSONNEL COMMISSION

\_\_\_\_\_  
DONALD R. MURPHY, Chairperson

LRM:jmf  
JPDO4

\_\_\_\_\_  
LAURIE R. McCALLUM, Commissioner

\_\_\_\_\_  
DENNIS P. MCGILLIGAN, Commissioner

Parties:

Norman Card  
Media Develop. Center  
UW-Eau Claire  
Eau Claire, WI 54701

Robert O'Neil, President  
1700 Van Hise Hall  
1220 Linden Drive  
Madison, WI 53706

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

POSITION DESCRIPTION

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

*UPDATE for  
 Reclass*

1 Position No	2. Cert/Reclass Request No.	3 Agency No 285
---------------	-----------------------------	--------------------

4 NAME OF EMPLOYEE  Norman F. Card	5 DEPARTMENT, UNIT, WORK ADDRESS Media Development Center University of Wisconsin-Eau Claire Park & Garfield Eau Claire, Wisconsin 54701
6 CLASSIFICATION TITLE OF POSITION  Electronics Supervisor 3	8. NAME AND CLASS OF FORMER INCUMBENT
7. CLASS TITLE OPTION (To be Filled Out By Personnel Office)	10. NAME AND CLASS OF EMPLOYEES PERFORMING SIMILAR DUTIES
9 AGENCY WORKING TITLE OF POSITION	12 FROM APPROXIMATELY WHAT DATE HAS THE EMPLOYEE PERFORMED THE WORK DESCRIBED BELOW?
11 NAME AND CLASS OF FIRST-LINE SUPERVISOR  Richard Beckman, Director	

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

---

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	(Continue on attached sheets)
	See Attached.	<p>RECEIVED</p> <p>NOV 11 1983</p> <p>Personnel Commission</p> <p>RESPONDENT'S</p> <p>EXHIBIT # <u>2</u></p>

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 Richard K. Beckman Date 10/2/82

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 employee Norman F. Card Date 10/8/82

18 Signature of Personnel Manager Cynthia Dahm Date 11/9/82

ELECTRONIC SUPERVISOR  
MEDIA DEVELOPMENT CENTER, UW-EC

50% A. Supervision of Electronics Technicians

- A1. Coordinate subordinates work assignments.
- A2. Supervise and participate in the maintenance, repair and calibration of complex electronic research equipment such as that used in Chemistry, Physics, Geography and Psychology Departments.
- A3. Supervise and participate in the maintenance and repair of highly complex computer equipment.
- A4. Supervise and participate in the repair and maintenance of the color television studio, to provide signal quality that meets or exceeds FCC requirements for broadcast.
- A5. Supervise and participate in the maintenance, repair, and calibration of complex electronic equipment such as: oscilloscopes, vectorscopes, spectrum analyzers, distortion analyzers, and precision noise generators.
- A6. Assist technicians on difficult service problems and give technical advice.
- A7. Supervise the repair and maintenance of all audiovisual equipment on campus.
- A8. Recommend the hiring, transfer, suspension, layoff, recall, promotion, discharge, assignment, evaluation, discipline and adjustment of grievances of subordinates.

30% B. Design and Construct "State of the Art" Equipment or Modifications.

- B1. Supervise and participate in the design and construction of specialized computer circuits necessary to perform special and unique functions.
- B2. Design and construct the necessary circuits for computer activated speech synthesizer system.
- B3. Supervise and participate in the design and construction of the color television studio that complies with FCC requirements for broadcast.
- B4. Design and build cable television systems for campus and city distribution which comply with FCC requirements for cable systems.

- B5. Design and construct electroacoustics for the University Arena and other academic facilities, with considerations to speaker design, absorption factors, reverberation time, power amplifiers, signal-to-noise ratio, critical angles of speakers, and time delay problems.
- B6. Design systems and/or components for the Physics Department.
- B7. Build or modify special laboratory equipment as faculty in the Science area may request.
- B8. Design and build specialized audio equipment for the professional audio recording area.
- B9. Prepare technical descriptions on new designs, so they can be serviced and operated.

10% C. Consult with Faculty and Staff

- C1. Consult with faculty and staff in an electronic specialty area.
- C2. Consultant to campus radio station (at least 2nd class FCC license required).
- C3. Consult on purchases of equipment on campus, interpreting specifications and evaluating materials purchased.

10% D. Maintain Inventory of Materials.

- D1. Maintain parts inventory on most replaced parts and components in critical areas.
- D2. Expedite materials when down equipment causes interruptions in the academic program.
- D3. Maintain service information on all major pieces of equipment serviced by the Media Development Center.
- D4. Arrange vacation schedules for subordinates.

STATE OF WISCONSIN  
SUPERVISORY ANALYSIS FORM

This form is to be completed by the POSITION'S SUPERVISOR for both filled and vacant positions and must be submitted as part of any Position Description for a position performing supervisory responsibilities (i.e., if #13 of the Position description is checked YES). This form will be used to determine: 1) if the position is performing supervisory functions or collective bargaining purposes and thus should be allocated to a supervisory classification; and 2) what supervisory classification is appropriate based on the total duties of the position.

According to s. 111.81(19) Wis. Stats., a supervisor is any individual "who has authority, in the interest of the employer, to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, or discipline employees, or to adjust their grievances, or to authoritatively recommend such actions" and "whose principal work is different from that of the subordinates." The criteria used by the Wisconsin Employment Relations Commission to apply this definition include: the number of employees supervised; the amount of time spent supervising; the number of other persons exercising greater, similar, or lesser degrees of authority over the same employees; whether the supervisor is primarily supervising an activity or the employees performing the activity; and the amount of independent judgment and discretion exercised in the supervision of employees.

POSITION IDENTIFICATION DATA

1. Department and Division	2. Name of Employee (if filled) Norman Card
3. Bureau, Section and Unit	4. Current Civil Service Classification Electronics Supervisor 3
5. Name and Class of Supervisor Richard K. Beckman Director, Media Development Center Assistant Professor	6. Name and Complete Civil Service Title of Former Incumbent (if any) August Rosolack Electronics Technician 3

Supervisory Responsibilities

a. In view of the definition statement and criteria listed in the second paragraph of this form, is the incumbent of this position responsible for directly supervising the activities of other classified employees and/or for supervising the activities of lower level supervisors? YES X NO     

b. List the civil service titles of permanent classified employees (full or part-time) directly supervised by the incumbent. If this position supervises lower level supervisors, indicate the number of employees supervised by the(se) lower level position(s) in parentheses after the classification title of the position. (NOTE: LTE, student, patient/inmate, and unclassified employees should be specifically identified since the direction of these types of employees is not considered to warrant supervisory status.)

2 - Electronic Technician IV

1 - Electronic Technician III

1 - Electronic Technician II

c. What percentage of this position's total time is allocated to each of the following:

- |  |            |
|--|------------|
| 1) Supervisory functions (i.e., hiring, dismissal, disciplining employees, performance evaluation, settling grievances)?   | <u>5%</u>  |
| 2) Activities relating to supervisory responsibilities (i.e., establishing operating procedures, reviewing work of subordinates, counseling subordinates on performance, training and orienting new employees, performing related administrative functions, etc.)? | <u>45%</u> |
| 3) Performance of other work activities <u>similar</u> to those of the employees supervised?   | <u>10%</u> |
| 4) Performance of other non-supervisory work activities <u>different</u> from those of the employees supervised (including program administration)?  | <u>40%</u> |

\*NOTE: The totals of c.1), 2), 3), and 4) should equal 100%. \*100%

Organizational Relationships

List (in order of descending authority) the names and classification titles of all other positions in the employing unit in the chain of command over the employees listed in 7.b.

Norman Card, Electronics Supervisor 3

Richard Beckman, Director, Media Development Center

Attach a copy of the organization chart for the immediate work unit (i.e., the organizational unit which includes the employees supervised) including the names and classes of all employees.

Supervisory Activities

- a. Does this position have and exercise on a regular basis the authority to change the work assignments of employees supervised as the needs of the program require? YES X NO \_\_\_\_\_
- b. In what way(s) does this position participate in the hiring of employees under its supervision? (SELECT THE ONE MOST APPROPRIATE ITEM.)
- X 1) Independently interviews and selects new employes from employment lists.
  - 2) Independently interviews applicants and effectively recommends hiring.
  - 3) Participates in employment interviews and effectively recommends hiring.
  - 4) Participates in employment interviews and provides observations concerning applicants.
  - 5) May participate in employment interviews and may be consulted relative to the hiring decision.
  - 6) Briefs applicants and/or new employes on job requirements and work procedures.
  - 7) Normally does not participate in the hiring process.
- c. In what way(s) is this position responsible for initiating and/or taking formal disciplinary actions relative to the employes supervised? (SELECT THE ONE MOST APPROPRIATE ITEM.)
- 1) Effectively recommends formal discipline (up to and including discharge) to a level in the chain of command where such an action can be authorized.
  - X 2) Effectively recommends formal discipline (up to and including discharge) to the next higher level in the chain of command, if different than #1).
  - 3) Independently gives written and verbal reprimands.
  - 4) Independently gives verbal reprimands only.
  - 5) Discusses discipline problems with higher level supervisory/management personnel and recommends written or verbal reprimand be administered.
  - 6) Counsels employes on unsatisfactory performance and/or work behavior which does not warrant formal disciplinary actions.
  - 7) Normally is not involved in recommending or initiating formal disciplinary actions or for counseling employes supervised relative to work performance.
- d. In what way(s) is this position responsible for formally evaluating the performance of the employes supervised? (SELECT THE ONE MOST APPROPRIATE ITEM.)
- X 1) Prepares formal performance evaluations. signs as first line supervisor, and discusses evaluations with employes.
  - 2) Effectively recommends performance evaluations to higher level supervisory/management personnel and discusses or participates in evaluation discussions with employes.
  - 3) Effectively recommends performance evaluations but does not participate in discussions of evaluations with employes.
  - 4) Is consulted on contents of employe performance evaluation.
  - 5) Counsels employes on an on-going basis relative to daily work performance but is not directly involved in the formal performance evaluation process.
  - 6) None of the above.
- e. Does this position have the authority to settle work related complaints (i.e., informal grievances) of employes under its supervision prior to the filing of a formal grievance? YES X NO \_\_\_\_\_
- f. Is this position identified as a formal step in the employe grievance procedure? YES X NO \_\_\_\_\_ (If no, list below the name and class of the first formal step in the grievance procedures for the employes listed in 7.b.?)

Supervisor's Signature

Richard K. Beckman

DATE:

12/15/82

To be completed by incumbent (for filled positions):

- I agree with the preceding statements.
- I do not feel that the preceding statements are accurate for the reasons indicated below.
- No Comment

Employee's Signature

Norman F. Card

DATE:

12/15/82



RECLASSIFICATION ANALYSIS FORM  
To be filled out by supervisor

EMPLOYEE'S NAME Card, Norman F.  
(Last, first, middle)

CURRENT CLASSIFICATION Electronic Supervisor 3 RECOMMENDED CLASSIFICATION Electronic Supervisor 4

POSITION CHANGES:

In the left-hand column, identify those duties and responsibilities listed in the old position description that are no longer performed by the incumbent. In the right-hand column, identify new duties and responsibilities not listed in the old position description. Deleted or changed duties can be referenced by listing them as they appear on the position description, i.e., "A-A1. Types dittos, correspondence ..." "R-B3. Writes general replies ... "

Old Position Description  
List deleted duties.

New Position Description  
List new duties.

A - A3  
B - B1  
B - B2

In the left-hand column, identify those duties and responsibilities listed in the old position description which now constitute a lower percentage of employe's work time. In the right-hand column, identify those duties and responsibilities which were formerly listed in the old position description, but now constitute a larger percentage of the employe's work time.

Old Position Description  
List reduced duties.

New Position Description  
List expanded duties.

A - A5  
A - A7  
B - B4  
B - B5  
D - D1  
D - D2  
D - D3

A - A1  
A - A3  
B - B1  
B - B2

RECLASSIFICATION ANALYSIS FORM

Page 2

*Please provide an explanation as to what caused the changes listed on page 1. Be specific as to how those changes occurred and in what time frame. Include such things as: departmental reorganizations, changes in department procedures, advanced training of the incumbent, program expansion or contraction, introduction of new equipment, termination of other employes in the work unit, etc.*

This position has changed as a result of the addition of computer maintenance services performed by the MDC. On July 1, 1980, Norman Card had supervisory responsibility for a trial, one-year, 50% computer maintenance program. On July 1, 1981, the computer maintenance position that he supervised was established as a permanent 50% position. On July 1, 1982, this position was established as a permanent 100% position. In this time period, skills and knowledge relating to the expanding computer technology had to be acquired. Norman has availed himself in gaining these skills and knowledge through computer courses.

  
\_\_\_\_\_  
Supervisor's Signature