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 JANET LANGTEAU, \*  
 \*  
 Appellant, \*  
 \*  
 v. \*  
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 President, UNIVERSITY OF \*  
 WISCONSIN SYSTEM, and \*  
 Secretary, DEPARTMENT OF \*  
 EMPLOYMENT RELATIONS, \*  
 \*  
 Respondent. \*  
 \*  
 Case No. 83-0246-PC \*  
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DECISION  
 AND  
 ORDER

This matter is before the Commission as an appeal from a reclassification decision. The parties agreed to the following issue for hearing:

Whether or not the respondents' decision denying the appellant's request to reclassify her position from Library Services Assistant 3 (PR2-07) to Library Services Assistant 4 (PR2-08) was correct.

FINDINGS OF FACT

1. For all times relevant to this proceeding, the appellant has been employed by the William D. McIntyre Library at the University of Wisconsin - Eau Claire.

2. Since 1981, the appellant's position has been classified at the Library Services Assistant 3 (LSA3) level.

3. The appellant has certain cataloging responsibilities within the library. Her supervisor is Cheryl Cutsforth, who is the Head Cataloger in the library and a member of UW-EC's faculty. Ms. Barbara Stevens, also a faculty member, is the other employe in the cataloging department. Ms. Stevens is a half-time cataloging employe and serves as the appellant's supervisor in Ms. Cutsforth's absence. Ms. Cutsforth reports to the Director of Libraries, Mr. Steven Marquardt, who also serves as the first-line

supervisor for the heads of the collection development, serials, reference, IMC, auxiliary public services and archives and area research center departments.

4. Appellant's primary responsibilities are to prepare retrospective cataloging for input into the OCLC data base, to maintain all public card catalogues, to hire, train and supervise student assistants performing functions in the general area of cataloging, and to search the OCLC data base to locate exact matching cataloging copy for retrospective items flagged by student employes during the first stage of the retrospective conversion project.

5. The goal of the retrospective conversion project is to have all cataloging information on materials in the UW-EC library changed into machine readable form. This procedure involves utilizing OCLC, a national bibliography data base to which nearly all libraries subscribe.

6. In order to perform her cataloging responsibilities, the appellant must use cataloging tools such as the Anglo-American Cataloging Rules (2nd edition), the National Union Catalogue and the OCLC Computer Cataloging Codebooks. The appellant performs some original cataloging for materials not on the OCLC System. This work is reviewed by Ms. Cutsforth.

7. The appellant occasionally catalogues foreign language materials. However, this responsibility does not require a special language proficiency, nor does it represent a high percentage of the appellant's time.

8. The position standard for the Library Services Assistant series provides, in relevant part, 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 of 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 speciality area. Work is performed under general supervision.

\* \* \*

Work Examples - Library Services Assistant 3

Resolves call number problems.

Files in the official and/or author-title catalog.

Assists with editing catalog records for adding, transferring, withdrawing or reinstating titles and/or volumes.

Catalogs and shelf lists monographs using LC (Library of Congress) or partial OCLC catalog copy.

Instructs patrons in use of various bibliographies, indexes and special collections.

Initiates claims procedures for undelivered periodicals on a regular basis.

Operates OCLC with full authorization to produce catalog cards.

Prepares and recommends serial records for inclusion in the data base as related to the Union List of Serials.

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 responsible for the operation of a periodical room, bindery 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.

9. Several positions within state service perform duties similar to those performed by the appellant. As a general matter, those positions with a supervisor solely responsible for cataloging are classified at the LSA3 level and positions with a supervisor responsible for several program areas such as cataloging, periodicals and acquisitions are classified as LSA 4's. This allocation is based on the conclusion that the lack of a specialized supervisor necessarily creates an increased level of independence and responsibility.

10. Appellant's supervisor is responsible solely for cataloging, and is available to the appellant during the appellant's shift.

11. The appellant's position does not fit within any of the three allocations identified within the LSA4 class descriptions.

12. The appellant's position is better described at the LSA3 level than the LSA4 level.

CONCLUSIONS OF LAW

1. This matter is appropriately before the Commission pursuant to §230.44(1)(b), Stats.
2. The appellant has the burden of proving that the respondent's decision not to reclassify the appellant's position from Library Services Assistant 3 (LSA3) to Library Services Assistant 4 (LSA4) was incorrect.
3. The appellant has failed to meet that burden of proof.
4. The respondent's decision to deny appellant's request to reclassify her position from LSA3 to LSA4 was correct.

OPINION

This case revolves on the interpretation of the class description for the LSA4 classification. That description sets forth three categories of positions that may be allocated to the LSA4 level: 1) "independently accountable" for a recognized library area or activity; 2) "directly accountable to a unit head with responsibility for a recognized" activity or area; or 3) responsible, on an "ongoing basis," for library activities in a foreign language. The appellant has a supervisor present on her shift and therefore lacks the independence contemplated in option #1 (i.e., "during a shift where there are no other higher level library professionals.") Also, the appellant's foreign language cataloging is very limited in nature and although it has occurred on more than one occasion in the past and is apt to occur in the future, the frequency is less than the "ongoing" foreign language work described in the class description. Respondent's testimony that the foreign language provision included those positions on the UW-Madison campus working essentially entirely with foreign language materials was unrefuted.

The remaining allocation identified in the class description reads:

- 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.

The sentence structure of the class description makes it unclear whether it is the LSA 4 or the "unit head" who must be "independently responsible for the operation of a periodical room," etc. However, the LSA4 work examples indicate that it is the LSA 4 who must have that responsibility.

With respect to cataloging positions such as the appellant's, the respondent's personnel specialist testified that the key factor is the scope of responsibility assigned to the position's supervisor. An LSA position that is supervised by a full time cataloger, is considered to have a lesser degree of independence and responsibility than an LSA position that performs cataloging work under the supervision of the head of "technical services" with responsibility over acquisitions and periodicals as well as cataloging. Level of responsibility, including the type and level of supervision received, is one of the classification factors specifically identified in the LSA position standard as a basis for allocating individual positions.

Respondent's personnel specialist testified that the scope of the LSA supervisor's authority was the prime factor in determining the proper classifications of nearly ten "comparable" LSA positions, i.e., positions at other UW campuses which performed roughly similar cataloging work. Comparisons of an appellant's position to similar positions often will clarify relatively nebulous distinctions or criteria that exist after reviewing merely the relevant position standards. Because the comparable positions are usually described by complete position descriptions (PD's) rather than only by brief phrases in a position standard, it is often much easier to work with the PD's rather than the position standards. Once the

reviewer becomes familiar with a whole range of similar positions, s/he places the appellant's position at a particular point relative to the other positions, after having considered the classification factors described in the position standards. Based on the classification of the most similar comparables, a particular classification level is usually suggested.

Here, the appellant argued that the distinction drawn by the respondent between the scope of the activities assigned to the LSA supervisor was not uniformly applied to LSA cataloging positions. For example, the record shows that the LSA4 cataloger (Barbara Nord) at the UW-La Crosse is supervised by a full time cataloger. The respondent's personnel specialist admitted that Ms. Nord's position was improperly classified but went on to state that he was working with the personnel manager at UW-La Crosse to change Ms. Nord's classification to the LSA3 level. Because the respondent adequately established the existence of a general pattern for LSA cataloging positions, and has acknowledged Ms. Nord's position is classified in error, the probative value of the fact that Ms. Nord's position is classified at the LSA4 level is minimal.

The appellant also argues that the LSA4 cataloging positions at UW-Stout held by Janice Ruesch and Michaela Sitzman report to a full time cataloger (Ms. Richards) rather than to Mary Donley, Coordinator of Technical Services. Conflicting testimony was received from the appellant's and respondent's witnesses as to the interrelationship of Ruesch, Sitzman, Richards and Donley. No one from UW-Stout testified. According to the respondent's witness, Ms. Richards is a peer of Ms. Ruesch and Ms. Sitzman both of whom actually report to Ms. Donley. Appellant's witness understood that Ms. Richards, the head cataloger, supervises the two LSA4's. The position

descriptions for Ms. Ruesch and Ms. Sitzman list Ms. Donley as their supervisor, while the attached organization chart (of roughly the same date as the position descriptions) shows Ms. Sitzman and Ms. Ruesch as subordinates of Ms. Richards. The key piece of information is the reporting relationship as it was understood by the respondent when the classification decision was rendered. The testimony showed that respondent understood that Ms. Donley was the supervisor.

A relatively similar dispute surrounds the LSA3 cataloging position at UW-Stevens Point held by Betty Hafeman. Ms. Hafeman's position description is signed by Patricia Paul, Head Cataloger, and the attached organization chart shows Ms. Hafeman reporting to Ms. Paul. However, on another line of the position description, Keith Lea, Director of Technical Services, is listed as Ms. Hafeman's supervisor.

Despite the acknowledged error with respect to the Nord position, the respondent has presented adequate evidence that an allocation pattern exists that is based upon the LSA3 and 4 position standards and creates an additional justification for classification of a particular position at the higher level. The appellant's position simply does not have the independence associated with the LSA4 positions in the allocation pattern.

Because the appellant's position falls within the language of the LSA3 position standard, fails to fall within any of the three categories described in the LSA4 position standard and does not have the same reporting relationship that formed the basis for respondent's prior decisions to classify certain cataloging positions at the LSA 4 level, the appellant's position is best described at the LSA3 level.



ORDER


Respondent's decision denying the reclassification of the appellant's position is affirmed and this appeal is dismissed.

Dated: Aug. 13, 1985

STATE PERSONNEL COMMISSION

  
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LAURIE R. McCALLUM, Commissioner

  
DENNIS P. MCGILLIGAN, Commissioner

KMS:ers  
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