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 *
 KAREN L. WALKER, *
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 Appellant, *
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 v. *
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 Secretary, DEPARTMENT OF *
 EMPLOYMENT RELATIONS, *
 *
 = Respondent. *
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 Case No. 85-0020-PC *
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DECISION
 AND
 ORDER

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

Whether the respondent's decision to deny the request for reclassification of appellant's position from Program Assistant 2 (PR 2-07) to Program Assistant 4 (PR 2-09) was correct.

FINDINGS OF FACT

1. At all times relevant to this appeal, the appellant has been employed by the State Fair Park Board. At the time of her reclassification request, appellant's supervisor was Mr. Mark Clark, Superintendent of Buildings and Grounds at State Fair Park.
2. Appellant's current position description accurately describes her duties and responsibilities. A copy of the position description is attached hereto and incorporated by reference as if fully set out below.
3. The State Fair Park employs, on a year-round basis, two buildings and grounds crews each staffed with four permanent employees. In addition, the park hires approximately 225 LTE's each year to perform buildings and grounds work. A few of these LTE's are hired to assist appellant in performing clerical functions. During the winter off-season, only four to

eight LTE's may be employed while the peak number are employed during the period of the State Fair itself. Special events are held in the park each week of the year.

4. All of the purchase orders prepared by the appellant are reviewed by the park's purchasing department which assigns a purchase order number and approves, rejects or returns the purchase order for additional work.

5. Of the LTE's hired by the buildings and grounds department, 80 to 85 are new hires. The remainder had been employed in a similar capacity during one or more prior years and are, more or less, automatically rehired. Appellant applies guidelines for hiring minorities and the handicapped. Before any LTE is actually placed on the payroll, Mr. Rueckert, who serves as both operational manager for State Fair Park and head of the business office, reviews the application.

6. The position standard for the Program Assistant series offers the following definitions of terms and class definitions:

Paraprofessional

A type of work closely relating to and resembling professional level work, with a more limited scope of functions, decision-making and overall accountability. A paraprofessional position may have responsibility for segments of professional level functions, but is not responsible for the full range and scope of functions expected of a professional position.

Moderate Difficulty

The employe is confronted with a variety of breadth of duties susceptible to different methods of solution which in turn places a correspondingly higher demand on resourcefulness. Supervisors of employes engaged in routine assignments, journey-level personnel and paraprofessional employes usually perform work of moderate difficulty.

Considerable Difficulty

Refers to duties which require independent judgment; many factors must be considered and weighed before a decision can be reached.

Usually positions requiring the planning, development or coordination of activities or programs or part thereof and the direction or coordination of employes fall into this category.

General Supervision

The employe usually receives general instructions with respect to the details of most assignments but is generally free to develop own work sequences within established procedures, methods and policies. The employe may be physically removed from the supervisor and subject to only systematic supervisory checks.

Direction

The employe usually receives only a general outline of the work to be performed and is free to develop own work sequences and methods within the scope of established policies. New, unusual or complex work situations are almost always referred to a superior for advice. Work is periodically checked for progress and conformance to established policies and requirements.

PROGRAM ASSISTANT 2

(PR 2-07)

This is work of moderate difficulty providing program support assistance to supervisory, professional or administrative staff. Positions are allocated to this class on the basis of the degree of programmatic involvement, delegated authority to act on behalf of the program head, level and degree of independence exercised, and scope and impact of decisions involved. Positions allocated to this level are distinguished from the Program Assistant 1 level based on the following criteria: (1) the defined program area for which this level is accountable is greater in scope and complexity; (2) the impact of decisions made at this level is greater in terms of the scope of the policies and procedures that are affected; (3) the nature of the program area presents differing situations requiring a search for solutions from a variety of alternatives; and (4) the procedures and precedents which govern the program area are somewhat diversified rather than clearly established. Work is performed under general supervision.

PROGRAM ASSISTANT 4

(PR 2-09)

This is paraprofessional staff support work of considerable difficulty as an assistant to the head of a major program function or organization activity. Positions allocated to this class are coordinative and administrative in nature. Positions typically exercise a significant degree of independence and latitude for decision making and may also function as leadworkers. Positions at this level are differentiated from lower-level Program Assistants on the basis of the size and scope of the program involved, the independence of action, degree of involvement and impact of

decisions and judgment required by the position. Work is performed under direction.

7. Appellant's supervisor spends the bulk of his time in the field, overseeing the buildings and grounds operations, rather than in the State Fair Park's office, while the appellant works in the office.

8. Various position descriptions are part of the record in this matter and serve as a basis for the proper classification of appellant's position,

a. The PA 4 position occupied by Virgil Houff is summarized in his position description as follows:

Represents the state in its relations with contract cleaners to insure compliance with the negotiated contract. Assists the Complex Manager in contracts with building tenants and agency representatives.

Mr. Houff inspects, oversees and directs the work performed under contract by janitorial services for the GEF complex in Madison. He is responsible for a \$400,000 annual budget and handles tenants' special requests and complaints.

b. The PA 2 position of Philana R. Friede in the Telecommunications Department of the Division of Business Services. Ms. Friede's position description includes the following summary:

Manages Telephone Repair Facility. Maintains inventory for facility. Handles personnel, payroll and fringe benefits work; types correspondence and reports for staff; prepares telephone service orders; responsible for Administrative Office Operations. Handles calls for staff when they are away; sorts and distributes incoming mail.

c. The PA 2 position of Sharon L. Dix at the UW-Stevens Point Physical Plant. That position description summary reads:

This position provides communications between Maintenance Services and other campus departments and reports to the Director of Physical Plant. Responsibilities include functioning as representative for Physical Plant in the

area of computerized work order processing, assisting the Maintenance Purchasing Agent, managing a staff of student employees, participating in Physical Plan staff meetings, assisting in Power Plan operations and other program functions.

Ms. Dix prepares purchase orders, written quotes and blanket orders, and hires, supervises and manages a clerical staff of students.

9. Appellant's position is more closely analogous to the PA 2 comparables than the PA 4 comparable, is predominantly clerical in nature, and lacks the independent judgment, planning, development and coordination associated with the PA 4 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 to deny the reclassification of his position from Program Assistant 2 to Program Assistant 4 was incorrect and that her position is more appropriately classified at the PA 4 level.

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 was correct.

OPINION

Appellant seeks reclassification from a PA 2 to a PA 4. The class specifications are rather general and refer to such factors as the degree of programmatic involvement, degree of independence and the scope and impact of decisions.

Appellant's position description clearly indicates that a very significant portion of appellant's duties are of a clerical nature. Essentially all

of Goal A, and much of Goals D, E, and F are record-keeping or secretarial responsibilities. As argued by the respondent, if Goal G ("Keep an accurate inventory of equipment and supplies") represented 100% of appellant's job, she would be classified as a Storekeeper 1 or 2 in pay range 6 or 7, respectively. While the appellant does have certain responsibilities that could be considered paraprofessional, such as her LTE hiring responsibilities and some of her contacts with contractors (e.g., task E5), her position can be readily contrasted with that of Virgil Houff, a PA 4 with very minor clerical tasks and a much greater responsibility in terms of independence, oversight and direction.

While evidence established that the appellant is extremely competent and that other persons employed at State Fair Park have recently been reclassified, the evidence does not establish that the bulk of the appellant's work is coordinative and administrative as required at the PA 4 level.

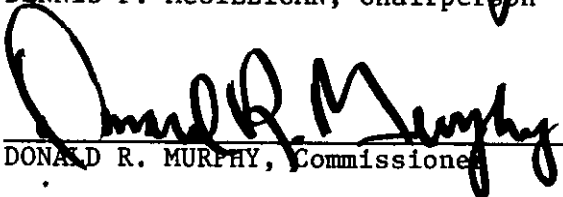
ORDER

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

Dated: November 25, 1985

STATE PERSONNEL COMMISSION


DENNIS P. MCGILLIGAN, Chairperson


DONALD R. MURPHY, Commissioner

Attachment

KMS:jgf
JGF002/2

Parties

Karen L. Walker
Wisconsin State Fair
State Fair Park
West Allis, WI 53214

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

POSITION DESCRIPTION

IMPORTANT: PLEASE READ INSTRUCTIONS ON BACK.

AD-PERS-10 (Rev. 2/77)

State of Wisconsin
Department of Administration
STATE BUREAU OF PERSONNEL

1. Position No. 302521	2. Cert/Reclass Request No. 84-6	3. Agency No. 195
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4. NAME OF EMPLOYEE KAREN L. WALKER	5. DEPARTMENT, UNIT, WORK ADDRESS State Fair Park Board State Fair Park Grounds Department West Allis, WI 53214
6. CLASSIFICATION TITLE OF POSITION Program Assistant II	
7. CLASS TITLE OPTION (To be Filled Out By Personnel Office) Assistant	8. NAME AND CLASS OF FORMER INCUMBENT
9. AGENCY WORKING TITLE OF POSITION	10. NAME AND CLASS OF EMPLOYEES PERFORMING SIMILAR DUTIES
11. NAME AND CLASS OF FIRST-LINE SUPERVISOR Mark Clark Supt. of Buildings & Grounds	12. FROM APPROXIMATELY WHAT DATE HAS THE EMPLOYEE PERFORMED THE WORK DESCRIBED BELOW?

3. DOES THIS POSITION SUPERVISE SUBORDINATE EMPLOYEES IN PERMANENT POSITIONS? YES NO IF YES, COMPLETE AND ATTACH A SUPERVISORY POSITION ANALYSIS FORM (AD-PERS-84).

4. DESCRIBE THE OBJECTIVES AND TASKS OF THIS POSITION (Please see sample format and instructions on other side.)

- OBJECTIVES: Describe the major achievements, outputs, or results. List them in descending order of importance.
- TASKS: Under each objective, list the work activities performed to meet that objective.
- TIME %: Include for objectives and major tasks.

(Continue on attached sheets if necessary)

TIME %	OBJECTIVES AND TASKS
	See attached sheets

See attached sheets

RECEIVED
JUN 17 1985
Personnel
Commission

Respondent's Exhibit # 1

15. SUPERVISORY SECTION - TO BE COMPLETED BY THE FIRST LINE SUPERVISOR OF THIS POSITION (See Instructions on Back)

- 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 attachment)

Signature of first-line supervisor Mark Clark Date 9/25/84

16. 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 Karen L. Walker Date 9/25/84

17. Signature of Personnel Manager [Signature] Date 11/5/84

OBJECTIVES AND TASKS

- 20% A. Operate an efficient Grounds Department office with minimum supervision.
- A1. Answer telephones and be a receptionist
 - A2. Set-up appointments for the Superintendent
 - A3. Type letters, reports and correspondence
 - A4. Operate all office machines and equipment
 - A5. Process mail, file and respond
 - A6. Operate communication equipment
 - A7. Supervise and coordinate work to summer office staff
 - A8. Expedite work order requests from other departments
 - A9. Take minutes of meetings at Grounds Department staff meetings
- 20% B. Maintain an effective purchasing system
- B1. Be knowledgeable of state purchasing procedures
 - B2. Obtain price quotes in writing and by telephone on materials and services
 - B3. Type and issue purchase orders and purchase requests
 - B4. Reply to state questionnaires regarding requirements for supplies
 - B5. Comply with state procedures
 - B6. Keep records of purchases and logs
 - B7. Process invoices for payment before going to business office
- 20% C. Maintaining records for personnel and scheduling
- C1. Type timecards for all grounds department employees
 - C2. Keep accurate timekeeping records of timecards
 - C3. Keep logs of unscheduled overtime for permanent staff
 - C4. Accept and process applications for employment
 - C5. Interview and hire approximately 200 LTE employees
 - C6. Assign crews for the annual state fair
 - C7. Schedule in part-time help for special events
 - C8. Set-up schedules for permanent staff's week-end work
 - C9. Keep logs of employees absenteeism
 - C10. Record and log hours spent on various jobs and events
 - C11. Accumulate hours and equipment needed for special events then turn into business office for billing

OBJECTIVES AND TASKS

- 10% D. Maintain accurate records of Vehicle and equipment maintenance
- D1. Obtain quotations from firms for hourly rates and estimated costs for service
 - D2. Contact firms for service when needed
 - D3. Order repair parts, tires and equipment
 - D4. Keep records of all work performed on vehicles and equipment
 - D5. Check warranties of vehicles and equipment
 - D6. Process and approve work orders submitted by contractor
 - D7. Record all gasoline and fuels consumed by vehicles and equipment
 - D8. Make monthly and yearly reports on fuel consumptions
 - D9. Take gas tank readings and order when needed
- 10% E. Perform effective communications with contractors
- E1. Type and issue orders to electricians and plumbers.
 - E2. Locate blueprints for contractors and keep accurate filing of the blueprints
 - E3. Record all work done by the contractors
 - E4. Order in supplies needed by contractors
 - E5. Notify contractors of emergencies and services needed
- 10% F. Care of injured employees
- F1. Type accident reports for the injured worker
 - F2. Give first aid treatment to employees with minor injuries
 - F3. Arrange for transportation to hospitals for the injured worker
 - F4. Submit bills for services and medical supplies to the personnel department for payment
- 10% G. Keep an accurate inventory of equipment and supplies
- G1. Keep an inventory of supplies
 - G2. Dispense tools and supplies
 - G3. Accept deliveries for supplies and equipment
 - G4. Process requisitions for supplies needed by various departments.

cc. 9/10