

STATE OF WISCONSIN

PERSONNEL COMMISSION

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 *
 NANCY M. SAINDON, *
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 Appellant, *
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 v. *
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 Secretary, DEPARTMENT OF *
 EMPLOYMENT RELATIONS, *
 *
 Respondent. *
 *
 Case No. 85-0212-PC *
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 * * * * *

FINAL
 DECISION
 AND
 ORDER

This matter is before the Commission following the issuance of a proposed decision and order by the hearing examiner. The Commission has considered the parties' objections and arguments and consulted with the examiner. The Commission adopts as and for its final resolution of this matter the proposed decision and order, a copy of which is attached hereto, as amended as set forth in the additional opinion that follows.

The Educational Services Assistant I position standard includes the following language as part of the class definition: "...Employees in this class.. are responsible for developing and installing operating policies and procedures...." The appellant argues that the record supports a finding that she has such responsibility and points to two items in her position description (Appellant's Exhibit 1):

* * *

"A8 Recommend and implement program improvements.

* * *

C6 Design, implement and revise ordering guidelines, forms and files...."

In the opinion of the Commission, the quoted language from appellant's position description is more limited than the quoted language from the ESA 1 position standard, and is not sufficient to support a finding that her duties and responsibilities in this area are at the ESA 1 level.


The appellant further argued that since the Tortorici position reported to the Grapenthein position, and the proposed decision found that the appellant's position compared favorably with the Grapenthein position, the appellant's position should be considered at a higher level than the Tortorici position, rather than at the same level, as indicated in the proposed decision.

While the Commission agrees with this contention and amends the proposed decision accordingly, this does not dictate a different result. On this record, the Grapenthein position appears to be over-classified. Like the appellant's position, it does not have "delegated responsibility for all local purchasing" as is required by the class specification for Purchasing Agent I (Respondent's Exhibit 1). Therefore, while appellant's position would have to be considered at a higher level than the Tortorici position due to the latter's reporting relationship to the Grapenthein position, this does not equate appellant's position to the Purchasing Agent I level. The Commission agrees with the proposed decision that the appellant's position is squarely described by the Purchasing Assistant class specification (Respondent's Exhibit 10) and does not meet the explicit requirements set forth in the Purchasing Agent I class specification.

ORDER

The attached proposed decision and order, as modified as set forth above, is adopted as the Commission's final disposition of this matter.

Dated: October 9, 1986 STATE PERSONNEL COMMISSION


DENNIS P. MCGILLIGAN, Chairperson

AJT:jmf
ID6/2

Attachment


DONALD R. MURPHY, Commissioner


LAURIE R. McCALLUM, Commissioner

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PROPOSED
 DECISION
 AND
 ORDER

This is an appeal of the denial of a request for reclassification.

The following issues were noticed for hearing:

1. Was the decision of respondent DER reallocating appellant['s position] from Program Assistant Supervisor [3] (PR 01-10) to Purchasing Assistant (PR 01-10) correct?
2. If not, is the appellant['s position] more appropriately classified as an Administrative Assistant 3 (PR 01-11), Purchasing Agent 1 (PR 01-12), Educational Services Assistant 1, or Educational Services Assistant 2? (Letter to parties from Commissioner McCallum dated February 21, 1986.)

The respondent has objected to consideration of the Educational Services Assistant 1 and 2 classifications. This objection will be discussed in the opinion section of this decision.

FINDINGS OF FACT

1. At all relevant times the appellant has been employed in the classified civil service in a position at the Memorial Library, General Library System, UW-Madison.

2. The duties and responsibilities of appellant's position are summarized in her position description, Appellant's Exhibit 1, as follows:

Position Summary:

Coordination and administration of a 2 million dollar equipment, supply and service budget. Liaison with accounting, purchasing, expediting, vendors, department heads and staff. Correspondence with publishers, agents and suppliers of monograph books. Supervision of staff.

* * *

Time % GOALS AND WORKER ACTIVITIES

30% Objective A OFFICE MANAGEMENT

- A1 Act as staff specialist for the purchase of equipment, supplies and services for the General Library System (GLS).
- A2 Act as liaison officer between library departments and University Purchasing, Expediting and Accounting agencies and University and non-University vendors.
- A3 Serve as contact person for 30 library departments and member libraries in supplying information on purchasing procedures, policies and problems.
- A4 Serve as contact person for questions on all GLS requisitions.
- A5 Coordinate purchasing activities and services for the GLS.
- A6 Investigate problems and questions and effectively recommend solutions.
- A7 Research product, ordering and price information for department heads, administration and staff. Submit price quotes to Purchasing.
- A8 Recommend and implement program improvements.

30% Objective B BUDGET RECORDS MANAGEMENT

- B1 Accountability for the monthly Accounting Control Ledger Statements for the supplies and expense budget and requisitioned capital budget of \$2,602,000.00(83/84). Investigate and resolve differences between ledger statements and library budget records.
- B2 Maintain detailed budget records for encumbrances and disbursements on all supply and expense budget expenditures and requisitions and purchase orders for equipment, binding, books and serials.
- B3 Prepare budget estimates and estimated total expenditures for library administration.
- B4 Investigate and effectively resolve invoice problems with appropriate Business Services departments.
- B5 Estimate funds necessary for the purchase, rental and maintenance of all GLS copying machines. Do end of year balances, maintain budget records and monitor Accounting Control Ledger Statements.
- B6 Estimate budget necessary for 90 blanket orders. Maintain ledger for each account and estimate additions and reductions throughout the fiscal year.

- B7 Code, approve and record Interlibrary Loan invoices. Answer inquiries and obtain payment information. Reconcile records with Accounting Control Ledger Statements.
 - B8 Maintain bookbinding contract records and handle invoice coding and approval for bookbinding done for Memorial Library and Engineering Library by non-University vendors. Reconcile with Accounting Control Ledger Statements.
 - B9 Issue bills for Card Production and reconcile receipts for library services and publications such as card production, Women's Studies publications, postage refunds, Interlibrary Loan charges, slide tapes, posters, Union Catalog of Serials and Publication Series.
 - B10 Code travel fund invoices and maintain travel documents and account records.
 - B11 Obtain voucher and check information for book purchases for library staff.
- 18% Objective C ADMINISTRATION OF PURCHASING
- C1 Independently coordinate and direct the purchasing of equipment, supplies and services for the General Library System (30 departments within Memorial Library, College Library, Mills Music Library and several member libraries.)
 - C2 Assign and enter proper fund, department and class coding, as well as pricing information on the 3270 Accounting System via the Wang terminal for all GLS requisitions and additionally, for Steenbock Library, enter their coding.
 - C3 Coordinate and review requisitions, purchase orders and invoices for Copying Machines for all GLS departments.
 - C4 Issue various requisitions for monographs, microfilm and serials.
 - C5 Review Purchase Orders and invoices and supervise their filing.
 - C6 Design, implement and revise ordering guidelines, forms and files.
- 15% Objective D STATEMENTS OF ACCOUNT FOR PUBLISHERS, AGENTS, AND SUPPLIERS OF MONOGRAPH BOOKS ON CAPITAL FUNDS
- D1 Monitor and review statements of account from foreign and domestic book vendors and publishers.
 - D2 Investigate and resolve problems and explain accounts in correspondence with publisher and agent Accounting Departments.
 - D3 Supervise the reviewing and filing of statements.
 - D4 Consult with the book order Specialist and initiate claims, if necessary.
- 7% Objective E SUPERVISION
- E1 Supervise 1 library Services Assistant II position responsible for ordering stock room supplies and

coordinating blanket orders totalling \$80,000, from UW Stores and 4 non-University vendors, maintaining monograph book and serials invoice filing, book order record filing and pack filing.

- E2 Supervise a student assistant position responsible for checking vendor statements, typing, xeroxing, and filing.
- E3 Independently interview, hire, train and evaluate this staff.
- E4 Attend Supervisory meetings.

3. The appellant is supervised by Gene L. Dewey, head of the Acquisitions Department. As a result of some changes that were made in the Acquisitions Department, in 1984, the appellant acquired certain responsibilities that previously had been exercised by Prof. Dewey: responding to questions from throughout the general library system concerning purchasing; being listed as the contact person on approximately 600-800 supply, equipment and service requisitions a year; preparing capital and office equipment requests; acting as liaison with business services, library departments, and vendors to resolve problems and questions; estimating amounts for all copy machine and blanket orders for the fiscal year, and the reconciliation of library budget records with accounting control ledger sheets.

4. The class specification for Purchasing Assistant (Respondent's Exhibit 10) contain the following definition and examples of work performed:

Definition:

This is technical purchasing work in the procurement activities in a department. Employees in this class may carry responsibility for all details of purchasing in a department, division or institution. Such positions involve requisitioning items within the limitations of the state's purchasing practices and agency guidelines, maintaining all related records, contacting vendors, checking invoices against materials received and related assignments. Also allocated to this class are positions in purchasing units where employees in this class may specialize in defining segments of the overall purchasing program or are in training positions where the individual is expected to advance to

more responsible positions. Employees in training positions are given assignments in all aspects of the purchasing program and are under close supervision. Employees allocated to positions in this class who are not in training status are expected to operate independently in their areas of responsibility subject to established practices and policies. The work may involve the supervision of clerical assistants.

Examples of Work Performed

Verifies prices on requisitions through vendors' catalogs, literature, price lists, standard contracts, department files, etc.

Abstracts bids and quotations for price comparisons and prepares abstract forms from bid lists.

Prepares reports as requested by purchasing agents and performs related functions in assisting the purchasing agents.

Contacts vendors, within the limits of state purchasing policy, to procure items and selects the best source in terms of quality, price and other pertinent considerations.

Reviews purchase vouchers for accuracy, coding, prices and quantities.

Maintains inventory of supplies and initiates requests to maintain adequate inventory levels.

Solicits quotations for material requisitioned by the department.

Reviews field purchase orders and contract release orders for accuracy, completeness and adherence to state purchasing regulations.

Interviews salesmen and conducts correspondence with vendors.

5. The class specification for Purchasing Agent I (Respondent's Exhibit 11) contains the following definition and examples of work performed:

Definition:

This is responsible, professional level purchasing work. Employees in this class function as: (1) purchasing agents who are developing the skills, knowledges and abilities to advance to the next classification level in the Division of Purchases or the central office of a large departmental purchasing unit; (2) purchasing agents in units mentioned in (1) who are responsible for the less complex purchasing activities of the unit as a permanent assignment; (3) purchasing agents in sub-units of departments with a central purchasing unit where the sub-unit has been delegated responsibility for all local purchasing and the items purchased by and for the sub-unit are many and varied; (4) chief purchasing positions with equivalent responsibility to those listed above.

The work performed is subject to state purchasing laws and regulations and departmental policy. The work is subject to the

review of the Division of Purchases, departmental purchasing agents and business managers.

Examples of Work Performed:

* * *

(B) Other State Agencies

Initiates and rewrites field requisitions for submission to the Division of Purchases.

Initiates, rewrites and issues contract release and field purchase orders.

Prepares semi-annual group purchases.

Carries departmental responsibility for the management of a large or several smaller commodity areas.

Determines standards of quality, schedules periods of procurement activities and formulates departmental policies and practices in these commodity areas.

Negotiates and prepares contracts.

Prepares specifications, bids and award analyses.

Conducts research into new advances in the pertinent commodity areas.

Meets with salesmen, other company representatives, department and Division of Purchases employes and the general public.

Supervises the purchasing details (files, vouchering, requisitioning) of a department.

6. The Administrative Assistant 3 class specification (Respondent's Exhibit 12) contains the following definition and examples of work performed:

Definition:

Under general direction to do administrative work of more than ordinary difficulty and responsibility requiring the exercise of a considerable amount of individual initiative and independent judgment in directing the business management of a division engaged in a comprehensive non-professional program or activity; and to perform related work as required.

Examples of Work Performed:

Supervises record and account keeping; approves disbursements; maintains budget records.

Interviews, appoints and assigns personnel.

Acts as liaison officer between departments, employes, and the director.

Develops and installs operating procedures and makes recommendations concerning policies, rules and proposed legislation.

Supervises special surveys and studies; drafts orders; reviews and analyzes reports of assistants or field staff.

Develops training programs; interprets department policies and regulations; keeps director and assistants advised of legislation, legal opinion, court decisions and precedence.

Conducts hearings; occasionally acts as technical consultant in a specialized field.

Keeps records and makes reports.

7. The Educational Services Assistant Series position standard

(Appellant's Exhibit 11) contains the following material:

The Educational Services Series is designed to provide a qualified professional support staff in a wide variety of activities for higher education administration... Factors which should be considered when determining the allocation of positions into this series should include the following:

1. The Intern positions should be of a nature requiring the incumbent to have a baccalaureate degree with experience and training requirements at higher levels dependent upon the level of the position and the type of assignments.
2. At the Intern level, broad groups of specialties may be identified.
3. Allocations should be made to this series only after the possibility of using other classes in specific areas has been explored. For example, Personnel Technicians or Officers, Purchasing Assistants or Agents, Administrative Analysts, and Research Analysts are to be considered prior to using this series
4. Positions of a clerical nature that do not require college or equivalent training should be allocated to the appropriate class in the clerical series.

Educational Services Assistant I SR 1-11

Positions allocated to this class perform a variety of professional level work as a staff agent in an operating educational unit. Employees perform a wide variety of general educational administrative work. Employees in this class have progressed beyond the training stage and are responsible for developing and installing operating policies and procedures. Incumbents may also be assigned to duties in the area of merchandising, or general administration where they may be assigned buying and marketing responsibilities. Direction is received in the form of oral or written instructions, but it is the responsibility of the incumbent to determine how to carry them through to completion.

Examples of Work Performed

May supervise entry level professional and technical employees.

Develops budget justification for the unit.

Is responsible for coordinating all purchasing and purchase requisitions for the unit.

May assist in the operation of a book store or other business activity.

Selects articles to be stocked and develops merchandising techniques in assigned areas.

Assists in complex record keeping functions such as registration of students.

Acts in an advisory capacity to student organizations by providing financial and fiscal advice relative to their activities and school regulations.

At smaller institutions, may act as managers of book stores, assistant registrars, or assistant placement officers.

Develops and installs operating procedures for the unit.

Evaluates and approves allocation of budget allotments.

Conducts miscellaneous statistical, financial and accounting research.

Provides department-wide personnel functions.

Performs related work as required.

Educational Services Assistant II SR 1-12

Positions allocated to this class are found in large complex operating units such as schools, stores, student activities, etc. Employees in this class are given a wide variety of assignments in a number of areas. Specific assignments may concentrate in one area such as book store operations, union activities, student financial assistance or counseling, etc. At this level the employees would act as assistants to the directors or higher level educational administrators. Employees usually serve as a staff assistant to faculty personnel and are responsible for interpreting laws, rules and departmental policies in carrying out their assigned function and may develop new techniques. Supervision is limited with a review of work only for the purpose of ascertaining if it follows department philosophy.

Examples of Work Performed

Acts as area specialist in book store activities.

Engages in administering phases of student union activities.

May act as assistant to registrar in large universities.

Acts as staff specialist in a combination of business management activities such as purchasing, budget preparation, personnel and space allocation.

Analyzes departmental requests for supplies, space and capital items as they relate to gifts, grants and endowments.

Performs related work as required.

8. An Administrative Assistant 3 position described by a position description marked Respondent's Exhibit 3 is at a higher level than the appellant's position from a classification standpoint primarily because, unlike appellant's position, it is involved in the development of policies and procedures, and functions as an active member of the administrative and program leadership team.

9. An Educational Services Assistant 2 position described by a position description marked Appellant's Exhibit 10 is at a higher level than the appellant's position from a classification standpoint primarily because, unlike the appellant's position, it is involved in devising and implementing policies and procedures.

10. A Purchasing Assistant position (Losic) described by a position description marked Appellant's Exhibit 2 is more or less comparable to appellant's position from a classification standpoint as although it is responsible for a smaller dollar amount of purchasing (about \$200,000 vs. about \$2,000,000 for appellant), it involves specialized items and the need to be familiar with such things as some scientific terminology, the proper handling and storage of chemicals, and laboratory safety practices.

11. A Purchasing Assistant position (Tortorici) described by the position description marked as Appellant's Exhibit 4 is more or less comparable from a classification standpoint to appellant's position as it is involved in ordering items from blanket order vendors, university

stores, federal surplus property supplier, as well as vendors, and engages in other related activities.

12. A Purchasing Agent I position (Onken) described by the position description marked as Respondent's Exhibit 6 is at a higher level from a classification standpoint than the appellant's position because, unlike appellant's position, it has a delegation of purchasing authority from University Purchasing and it is responsible for developing and implementing purchasing policies and procedures.

13. A Purchasing Agent I position (Grapenthein) described by the position description marked as Respondent's Exhibit 7 is more or less comparable from a classification standpoint with the appellant's position, as both are responsible for purchasing operations, but lack delegation of purchasing authority from University Purchasing, and are not responsible for the development of purchasing policies and procedures.

14. In October 1984, the appellant and her supervisor, Professor Dewey, submitted a request for reclassification of her position, then classified as Program Assistant Supervisor 3 (PR 01-10), to UW-Madison personnel (or a subunit thereof). Because they had been told by that office not to submit a requested classification, and that an appropriate classification would be determined, they did not request reclassification to a specific classification.

15. UW-Madison classified personnel determined that Administrative Assistant 3 was the most appropriate classification and recommended to respondent Department of Employment Relations (DER) that the position be reclassified accordingly.

16. By letter dated October 21, 1985, (Respondent's Exhibit 2), DER denied the reclassification requested by UW-Madison Personnel and instead reallocated appellant's position to Purchasing Assistant (PR1-10).

17. The appellant's position is better described by the class specification for Purchasing Assistant than by the class specifications or position standards for Purchasing Agent I, Administrative Assistant 3, Educational Services Assistant 1, or Educational Services Assistant 2.

CONCLUSIONS OF LAW

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

2. The Commission has the authority to consider as part of the substantive issue the Educational Services Assistant 1 and 2 classifications.

3. The appellant has the burden of proof to establish that the respondent's decision to reallocate her position from Program Assistant Supervisor 3 to Purchasing Assistant rather than to have changed the classification of her position to Purchasing Agent 1, Administrative 3, or Educational Services Assistant 1 or 2, was incorrect.

4. The appellant has not sustained her burden of proof.

5. The respondent's decision to reallocate appellant's position from Program Assistant Supervisor 3 to Purchasing Assistant rather than to have changed the classification of her position to Purchasing Agent 1, Administrative Assistant 3, or Educational Services Assistant 1 or 2 was not incorrect.

OPINION

Respondent has objected to the inclusion of the Educational Services Assistant 1 and 2 (ESA 1 and 2) classifications in the issues for hearings,

on the ground that these classifications "... were not requested by the Appellant when she sought her reclassification nor were they examined by the Respondent in reviewing the reclassification request.

The appellant and her supervisor submitted her reclassification request to Memorial Library personnel pursuant to §ER-Pers 3.03(2), Wis. Adm. Code:

All requests for classification actions which are not specifically delegated to appointing authorities must be reviewed and a specific class recommended by the appointing authority prior to a review by the administrator, except in those cases where the action is initiated by the administrator.

The appellant and her supervisor provided uncontradicted testimony that they were informed by the Memorial Library personnel office that they should not set forth a specific requested classification on their reclassification request, and that the appropriate classification would be decided upon in response to the reclassification request, and they proceeded accordingly.

The Secretary of DER has overall responsibility for the classification of positions in the classified civil service. §230.09, Stats. He has provided by the aforesaid rule for the employes to submit their non-delegated reclassification requests through their employing agencies. In handling these requests, the employing agency personnel units are acting to a certain extent as agents of the secretary.

Under the circumstances of this case, where the appellant was told by the Memorial Library personnel office that she should not include a specific classification in her request, and that the appropriate classification would be determined, she had the right to assume that in response to her request, DER would select the most appropriate classification out of the universe of potential state classifications, and she should not be restricted on appeal to the classification recommended by

the university or the ones actually considered by DER. Furthermore, in this case, DER did not restrict itself to the classifications actually requested by the UW, but ended up reallocating her position to Purchasing Assistant because it determined that this classification was more appropriate than either the current classification or the one requested. Therefore, they at least implicitly rejected the Educational Services Assistant series as well as all other classifications.

With respect to the merits of the ESA classification, it should first be noted that the ESA position standards (Respondent's Exhibit 4), provide in part:

Allocations should be made to this series only after the possibility of using other classes in specific areas has been explored....

* * *

These series are designed to fill the gaps in classification of a wide variety of professional jobs not described in existing classes....

* * *

Educational Services Assistant 1

PR1-11

Positions allocated to this class perform a variety of professional level work as a staff agent in an operating educational unit. Employees perform a wide variety of general educational administrative work. Employees in this class have progressed beyond the training stage and are responsible for developing and installing operating policies and procedures....

The record does not support a finding that the appellant is responsible for developing and installing operating policies and procedures. Furthermore, the record does not support a finding that appellant's position is professional in nature, as this term is normally used in state service, §111.81(14), Stats. Insofar as appears from this record, the appellant in both the purchasing and the budget aspects of her job is operating under fairly well-developed and specific guidelines and

procedures, and making relatively discrete judgments in this context.

Further, there is nothing in this record to suggest that the incumbent in this position needs to have a college degree or equivalent training, which is a characteristic of the Educational Services Assistant series and also is cited in the statutory definition of "professional employe" at §111.81(15)(a) 4., Stats. The foregoing discussion certainly is not inconsistent with the appellant having a demanding and difficult job which she performs well. It is simply that on this record the Commission cannot conclude that it is at a professional level, an essential requirement for an ESA classification.

This point is illustrated by the ESA 2 position described by the position description marked Appellant's Exhibit 10. This position is not responsible not only for procurement of supplies and equipment, but also for exercising "Independence of judgment and initiative in devising and implementing policies and procedures for purchasing, inventory management and cost control...." (emphasis supplied). The appellant's position does not have this kind of responsibility.

Appellant's position also is not appropriately classified as AA3, which requires "... the exercise of a considerable amount of individual initiative and independent judgment in directing the business management of a division engaged in a comprehensive nonprofessional program or activity." (AA3 class specifications, Respondent's Exhibit 12). The AA3 position described by Respondent's Exhibit 3 includes the following responsibilities:

Assist in development and revision of internal administrative policies and procedures. Function as an active member of the administrative and program leadership team. Advise units on policy interpretation and on submission of requests and forms.... (emphasis added).

Again, on this record, this position functions on a higher level than appellant's position. While the appellant's position did assume some of the functions that had been performed by the Acquisitions Department head, Mr. Dewey, a careful scrutiny of the testimony on this point compels the conclusion that these functions fit well within the Purchasing Assistant definition, which includes the following:

Employees in this class may carry responsibility for all details of purchasing in a department division or institution. Such positions involve requisitioning items within the limitations of the state's purchasing practices and agency guidelines, maintaining all related records, contacting vendors, checking invoices against materials received, and related assignments... Employees allocated to positions in this class who are not in training status are expected to operate independently in their areas of responsibility subject to established practices and policies....

It certainly could be anticipated that a position that is responsible "for all details of purchasing, in a department, division, or institution," would issue 600-800 supply, equipment, and service requisitions a year, act as the information source on purchasing for the library system, serve as the contact for vendors, etc.

With respect to the Purchasing Agent 1 classification, the key parts of the class specification are as follows:

Definition:

This is responsible, professional level purchasing work. Employees in this class function as... (3) purchasing agents in sub-units of department with a central purchasing unit where the sub-unit has been delegated responsibility for all local purchasing and the items purchased are many and varied... (5) purchasing positions with equivalent responsibility to those listed above....

* * *

Examples of Work Performed

* * *

B. Other State Agencies

* * *

Determines standards of quality, schedules periods of procurement activities and formulates departmental policies and practices in these commodity areas.
Negotiates and prepares contracts,
Prepares specifications, bids and award analyses....
(emphasis added)

The appellant's position does not fall within this class specification. As discussed above, the Commission does not believe that the appellant's position is at a professional level, as that term is used in state employment. Also, the appellant's position does not have delegated responsibility for all local purchasing, or its equivalent, as all purchases over \$100 must be cleared through central purchasing. Finally, the examples of work performed in the class specifications are indicative of higher level activity which includes the development of policy and procedure. The appellant did not produce any evidence that she was responsible for developing and implementing purchasing policies and procedures.

As the respondent noted in Respondent's Exhibit 2, most of the non-purchasing aspects of appellant's position fall within the parameters of the Account Specialist 2 classification which is at the same pay range (PR1-10) as the Purchasing Assistant classification.

The appellant compared her job to several purchasing positions. With respect to the Tortorici Purchasing Assistant position, Appellant's Exhibit 4, appellant argues that this position is restricted to ordering from stores and blanket order vendors. However, the position description also indicates Federal Surplus Property purchases at paragraph A.1. 3, and paragraph A.1. 4 indicates certain direct vendor purchasing activity:

- A.1. 4 Assist in all other Requisitioning of Supplies, Equipment
 - a. Solicit phone quotations and delivery
 - b. Verify pricing from Vendor Catalogs
 - c. Initiate paperwork to order from state contracts

The appellant's main argument concerning the Losic Purchasing Agent position, Appellant's Exhibit 2, is that it handles only about \$200,000 per year of purchases while she is responsible for about \$2,000,000. The Commission agrees that this difference is of some significance from a classification standpoint, because usually it can be inferred that the greater dollar amount is associated with a larger program and, concomitantly, the probability of more problems and greater responsibility. However, this general statement is subject to a number of reservations. For example, the size of a large dollar amount purchasing program could be influenced by a large number of repetitive and routine transactions. In this particular case, it appears to the Commission that the difference in the dollar amounts of the two programs is more or less balanced by the fact that the Losic position is involved with "specialized scientific materials for advanced biological research" and is required to be familiar with chemical handling requirements, laboratory safety practices, etc.

The record also contains two Purchasing Agent 1 position descriptions, Onken (Respondent's Exhibit 6) and Grapenthien (Respondent's Exhibit 7). Appellant contends that these positions were classified as Purchasing Agent 1 prior to having received delegation of purchasing responsibility from central purchasing. With respect to the Onken position, this contention is inconsistent with the position description, see paragraph A2. 2, and the record lacks sufficient evidence to outweigh the position description.¹ In

¹ This position also is responsible for the development and implementation of purchasing, policies and procedures for the physical plant.

the case of the Grapenthien position, the position description is inconsistent with such delegation,² and it must be concluded that at least as of the date of that document, there was no such delegation.

Based on the apparent lack of delegation for the Grapenthien position, and on the similarity of the main aspects of the two positions, the Commission would conclude that the two positions are essentially comparable from a classification standpoint. However, the Commission is unable to conclude that appellant's position should be at the Purchasing Agent 1 level. The personnel rules provide that "class specifications shall be the basic authority for the assignment of positions to a class. "§ER-Pers 2.04(2), Wis. Adm. Code. Position comparisons are particularly useful when evaluating the classification of positions from among relatively generally worded class specifications particularly where there may be little or nothing in the language of the competing class specifications to provide guidance in the classification of the position in question. See, e.g., Galbraith v. DP, Wis. Pers. Commn. No. 82-55-PC (3/31/83): "... The Administrative Assistant series contains very general definitions, which are of limited use in determining proper classifications. Other positions in the series must be scrutinized for comparability...."

As was discussed above, the appellant's purchasing duties and responsibilities are included squarely with the Purchasing Assistant class specifications and outside the Purchasing Agent 1 class specifications. Under these circumstances, that her position compares favorably to one other Purchasing Agent 1 position cannot lead to the conclusion that her

² This point was admitted by respondent's witness and therefore is not discussed in any detail here.

position is properly classified as Purchasing Agent 1. All the evidence, must be weighed, including the other positions and the language of the class specifications.

ORDER

The respondent's decision to reallocate appellant's position from Program Assistant Supervisor 3 to Purchasing Assistant is affirmed and this appeal is dismissed.

Dated: _____, 1986 STATE PERSONNEL COMMISSION

DENNIS P. MCGILLIGAN, Chairperson

AJT:jmf
ID11/2

DONALD R. MURPHY, Commissioner

LAURIE R. McCALLUM, Commissioner

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