

STATE OF WISCONSIN PERSONNEL COMMISSION

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PAULA J. HAYFORD, \*  
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Appellant, \*  
\*  
v. \*  
\*  
President, UNIVERSITY OF \*  
WISCONSIN SYSTEM (Oshkosh), and \*  
Secretary, DEPARTMENT OF \*  
EMPLOYMENT RELATIONS, \*  
\*  
Respondents. \*  
\*  
Case No. 90-0103-PC \*  
\*  
\* \* \* \* \*

DECISION  
AND  
ORDER

This matter is before the Commission on an appeal of respondent's decision denying the request for reclassification of appellant's position from Medical Technologist 2 (MT 2) to Medical Technologist 3 (MT 3). The following findings of fact, conclusions of law, opinion and order are based on the evidentiary record made at the hearing on appellant's appeal. To the extent any of the opinion constitutes a finding of fact, it is adopted as such.

FINDINGS OF FACT

1. The appellant, Paula Hayford, was initially appointed by the University of Wisconsin-Oshkosh in January 1984 at its Student Health Center as a part-time limited term employe (.2 LTE) in the Medical Laboratory.

2. In June 1984 appellant was classified as permanent part-time Medical Technologist 2 (MT 2 - .4 FTE). During the academic year and summer school appellant worked 3 days per week, i.e., .6 FTE.

3. Appellant's goals, worker activities and percentage of time spent on each, described in her position description signed by her June 6, 1984 were:

- 80% A. Conduct a variety of laboratory tests according to established practices and procedures using a variety of equipment - microscopes, centrifuge, etc.
- 10% B. Specimen acquisition processing and documentation
  - B1. Perform phlebotomy: venous and capillary

- B2. Prepare and identify specimens properly and accurately
- B3. Perform quality control procedures and documentation
- B4. Process log and prepare specimens for shipment to reference laboratories

10% C. Miscellaneous duties

- C1. Record laboratory results and write necessary reports
- C2. Update records, file reports, etc.
- C3. Initiate new laboratory procedures and/or methods
- C4. Maintain inventory and order laboratory supplies
- C5. Ensure confidentiality of records and services
- C6. Other duties as assigned

4. Appellant was one of two permanent Medical Technologists in the Student Health Center.

5. In the spring of 1989 the other MT 2 left and her position was not refilled. Instead an LTE MT was hired to work the 2 days of the week appellant did not work.

6. Sometime after July 19, 1989 appellant requested reclassification of her position to the MT 3 level. A reclassification review of appellant's position was made by the UW-Oshkosh personnel office.

7. Subsequently, on October 27, 1989, a letter was sent to appellant by the Personnel Manager of the UW-Oshkosh Personnel Office denying appellant's reclass request.

8. Appellant appealed the campus reclass denial to its parent organization, the University of Wisconsin System. On February 9, 1990 her request was denied.

9. On March 8, 1990 appellant appealed her reclassification denial by UW System to the Commission.

10. Appellant's percentages of time, goals and worker activities described in her position description, dated July 12, 1989 were:<sup>1</sup>

- 5% Goal A: Direct and maintain a State licensed medical laboratory for the Student Health Center

- A.1 Must obtain acceptable performance in the State Laboratory of Hygiene Proficiency Testing Program by correctly testing state unknown samples in Clinical

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<sup>1</sup> The Commission notes that appellant's Goal B Time percentages as reflected on her 1989 PD, total one hundred fifteen percent.

Microbiology, Hematology, Non-Syphillis Serology, and Syphillis Serology (18 sets of samples per year).

A.2 Meet with State License Examiner concerning laboratory procedures, quality control, and proficiency test results during his yearly inspection of the laboratory.

A.3 Perform strict quality control measures on all medical lab procedures and equipment at least daily. See attached list.

A.4 Perform the most difficult and complex laboratory operations.

A.5 General supervision is received from higher level administrative personnel - Student Health Services Director.

80% Goal B: Responsible for the accurate testing and efficient functioning of the laboratory within stringent time constraints.

B.1 Train and supervise persons involved with the laboratory ie, 0.3 Medical Technologist, Registered Nurses as back-up for basic test procedures, cleaning person.

10% B.2 Order and stock all laboratory supplies and replacement equipment - current \$2,500.00 budget.

75% B.3 Perform all laboratory procedures (see attached list) correctly and efficiently.

10% B.4 Perform and record all quality controls on test procedures and equipment.

10% B.5 Acquire and process a variety of specimens - blood, urine, feces, throat swabs, vaginal and urethral secretions, etc. - and document test results.

B.6 Inform and instruct patients regarding test procedures. This is a critical step in achieving accurate results.

B.7 Communicate with other laboratories - Marshfield Medical Center, State Laboratory of Hygiene, and Mercy Medical Center.

10% B.8 Contact and interview sales persons or technical representatives regarding test procedures, product demonstrations, and equipment or test difficulties.

B.9 Explain fully all test procedures and their results to the four physicians on staff.

B.10 Keep current by reading technical journals and attending continuing education seminars.

B.11 Maintain registration as a Medical Technologist through the American Society of Medical Technologists. Also have membership in the Wisconsin Association of Medical Technologists, Fox River Society of Medical Technologists, and Wisconsin College Health Association.

10% B.12 Perform instrument calibration and prepare necessary standard solutions.

5% Goal C: Train and supervise all personnel in the proper test procedures and equipment operation and maintenance.

C.1 Actively involved in hiring staff by making recommendations to the Health Services Director.

C.2 Train and supervise Medical Technologist II to fill 0.3 hours.

C.3 Train and supervise Nursing staff to perform basic laboratory testing and necessary quality controls as back-up.

C.4 Train and supervise the cleaning of the laboratory by staff and student help in the proper and safe cleaning procedures.

5% Goal D: Investigate and Evaluate the product literature and necessary data to purchase or update equipment and test procedures to best service our patients and physicians.

B.10

D.2 Compare test kits and methodologies available as to their sensitivity, specificity, and accuracy.

D.3 Network with various resources for recommendations or comparisons such as State Laboratory of Hygiene, Marshfield Medical Center and other laboratories.

D.4 Complete a time study on each procedure both old and new.

D.5 Do a cost analysis of test procedures.

B.8

3% Goal E: Responsible for all laboratory cleaning and equipment maintenance and trouble-shooting.

B.8

E.2 Direct cleaning personnel a to proper technique and safety precautions.

E.3 Perform and direct laboratory personnel in maintenance of laboratory equipment such as Coulter Counter S550, centrifuge, heating bath, specimen mixer, Tek-tator, microscope, incubator, etc.

B.12

2% Goal F: Correctly dispose of all laboratory hazardous waste.

F.1 Research proper disposal techniques.

F.2 Contact waste management facilities for comparison costs and accessibility.

F.3 Order proper disposal materials such as bags, gloves, labels, eye wash station, containers and chemicals.

F.4 Instruct all personnel about proper handling and disposal of hazardous waste.

11. Medical laboratory test procedures performed by appellant were:

Complete Urinalysis - macro and microscopic  
Operation of Coulter S550 for blood count  
Microscopic slide for blood differential  
Sedimentation rate  
Rapid Strep Id - kit method  
Beta Strep Id - Microsiological culture plate  
Throat culture for Candida Albicans  
Culture for GC  
Urine Pregnancy test  
Tuberculin Skin Test  
Glucose Testing with One Touch Meter  
Monolert Test Procedure (IgM and IgG) - Ortho  
Hemocult  
Gram Stains for bacteria and Giant Cells  
Vaginal Wet Mount Press  
Pinworm Preps  
Syphillis Serology  
Testing for other sexually transmitted diseases  
HTLV III testing site (Drawing and specimen transport only)  
ROTC drug and alcohol test site  
Chyamydia test kit Kodak  
Specimen procurement for State Lab and Marshfield Medical Center

12. The equipment used by appellant in performing various laboratory testing procedures was:

EQUIPMENT

Coulter S550  
Nikon Microscope  
centrifuge  
Tek-tator  
incubator  
refrigerator  
water purifier  
mixer  
heating bath  
pipette shaker

13. The position standards for Medical Technologist 2 and Medical Technologist 3 are:

Medical Technologist 2

Positions allocated to this class perform responsible professional medical technology work. This includes all usual procedures and determinations required in a laboratory engaged in the examination and analysis of clinical specimens as an aid to the diagnosis of disease. Positions at this level are usually filled by employees who have had sufficient experience to acquaint them with the wide variety of more complex test performed and which enables them to perform independently at this level with general supervision received from laboratory to unit supervisors.

Examples of Work Performed:

Makes numerous tests of varying complexity in urinalysis, hematology, basal metabolism, spinal fluid analysis, gastric analysis, parasitology, stool examinations, simple bacteriology and serology, and the examination of miscellaneous fluids.

Types, cross matches, and issues blood for transfusions, bleeds donors.

Fixes, sections, and stains tissues for microscopic study.

Collects a variety of specimens.

Prepares reagents as required.

Under supervision, assists with autopsies and necropsies.

Demonstrates procedures and techniques to students; observing, evaluating, and checking student's performance and results.

Keeps test records and makes reports on findings.

### Advancement

Positions at higher levels usually entail responsibility as a staff specialist involved in making complex laboratory testing determinations in a laboratory engaged in the analysis and diagnosis of clinical specimens.

Advancement to the Medical Technologist 3 or Medical Technologist Supervisor 1 level may be attained through reclassification or internal or open competition.

### Medical Technologist 3

Positions allocated to this class perform advanced professional Medical Technology work including the performance of all usual procedures and complex determinations. Employees in this class ordinarily work independently in a specified area and are accountable for test results obtained by laboratory personnel. In addition positions may be responsible for instructing and guiding lower level laboratory personnel and student workers in laboratory operations. General supervision is received from a higher level laboratory or unit supervisor.

### Examples of Work Performed:

Personally performs the most difficult and complex laboratory operations; trains and may guide technical and professional workers and students in laboratory procedures.

Under direction and supervision of a physician, guides laboratory staff in the collection of specimens.

Guides laboratory staff in the care and cleaning of laboratories and all laboratory equipment.

Reviews test reports and maintains program records.

14. Appellant reported directly to the Director of the Health Services Center, UW-Oshkosh. She coordinated and was responsible for its laboratory operation, including ordering supplies and equipment, maintaining quality control and laboratory certification, and disposal of hazardous wastes.

15. Appellant was lead worker for a .3 MT 2, who shared the MT 2-FTE position with appellant and worked 2 days a week in appellant's absence. Also, appellant directed the work of a substitute, medical technologist and a registered nurse, who functioned as backup.

16. Appellant's position compares favorably with MT 2 positions in student health centers at other UW cluster campuses.

17. Positions at the MT 3 level, with few exceptions, work in specialized areas and in a larger laboratory, such as Clinical Hematology, University of Wisconsin Hospitals and Clinics, Madison, Wisconsin.

18. Appellant's position best fits the position standard for Medical Technologist 2 and is more appropriately classified at that level.

#### CONCLUSIONS OF LAW

1. The Commission has jurisdiction over this matter pursuant to §230.44(1)(b), stats.
2. Appellant has the burden of proving respondent's decision denying reclassification of her position was incorrect.
3. Appellant has failed to meet the burden of proof.
4. Respondent's decision denying reclassification was correct.

#### OPINION

Appellant contends that since 1984 her position warranted reclassification to Medical Technologist 3. She argues that shortly after she became a permanent .5 MT 2 in June 1984, she was required to take on more laboratory management responsibilities.

There is negligible dispute of the facts. As of June 1984 appellant held one of two permanent part-time MT 2 positions in the UW-Oshkosh Student Health Center. Eighty percent of appellant's job involved laboratory testing and attendant duties. She worked in a small laboratory, equipped to perform routine medical tests. More complex tests were contracted to outside laboratories. In the spring of 1989, the other, more senior, MT 2 left and her position was not refilled. Instead the health center hired a limited term employe (LTE) Medical Technologist to work the 2 days appellant was off. As sole permanent Medical Technologist, appellant inherited responsibility for managing the laboratory. During the subsequent period appellant purchased some new equipment, expanded the number and quality of laboratory tests performed, and updated laboratory procedures and manuals.

The most significant change in appellant's position from 1984 to 1989 was that she became solely responsible for managing the laboratory. Other new duties included lead work activities, ordering supplies and equipment, maintaining quality control and laboratory certification, and disposing of hazardous waste. Still, she spent eighty percent of her time performing laboratory tests and other related tasks.



While the technology of the laboratory was up-graded, i.e. in some instances changed from manual to automated processes, it was limited by its size and equipment to standard, routine medical tests.


Appellant's position is similar to other positions located in student health centers at campuses throughout UW Systems. Typically these positions are at the Medical Technology 2 level. They are distinguished from Medical Technologist 3 positions, which perform the most complex medical technology work, usually in some specialized area of medicine. Also, MT 3 positions may instruct lower level laboratory personnel, third year medical students and other medical personnel.

The Medical Technologist 2 position standard best fits appellant's position.

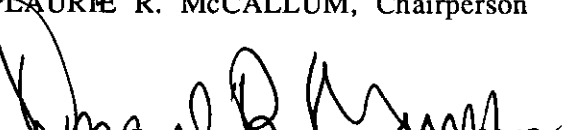
ORDER


Respondent's decision is affirmed and this appeal is dismissed.

Dated: April 5, 1991 STATE PERSONNEL COMMISSION

  
LAURIE R. McCALLUM, Chairperson

DRM/gdt/2

  
DONALD R. MURPHY, Commissioner

  
GERALD F. HODDINOTT, Commissioner

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