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JOANNE CHRISTENSEN, *

Appellant, *

v. *

Secretary, DEPARTMENT OF NATURAL *
 RESOURCES, and Secretary, *
 DEPARTMENT OF EMPLOYMENT *
 RELATIONS, *

Respondents. *

Case No. 90-0368-PC *

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FINAL
 DECISION
 AND
 ORDER

After having reviewed the Proposed Decision and Order and the objections thereto filed by the appellant and after having consulted with the hearing examiner, the Commission adopts the Proposed Decision and Order with the exception of the following:

I. Finding of Fact 5. a. is modified to read as follows:

Cynthia Ondrejka--PA 3--Area Secretary for DNR's Horicon Area Office--the primary duties and responsibilities of this position, as reflected in a position description signed by Ms. Ondrejka on March 16, 1988, are closely comparable to the duties and responsibilities of appellant's position prior to May of 1988. This position supervises two permanent full-time positions. Although this position has permit processing and signing responsibilities, it is not clear from the position description whether these permit-related responsibilities are exercised as independently as those of appellant's position.

II. The following language is added to Finding of Fact 6:

PROGRAM ASSISTANT 2 - CONFIDENTIAL

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 2-CONFIDENTIAL - WORK EXAMPLES

Provides administrative assistance to supervisory, professional, and administrative staff, head of a department or program.

Schedules department facilities usage.

Maintains inventory and related records and/or reports and orders supplies.

Conducts special projects: analyzes, assembles, or obtains information.

Maintains liaison between various groups, both public and private.

Directs public information activities and coordinates public or community relations activities.

Prepares budget estimates, plans office operations, controls bookkeeping functions, and handles personnel transactions.

Plans, assigns, and guides the activities of subordinate employees engaged in clerical program support work.

Corresponds with various outside vendors or agencies to procure goods or information for program operation.

Develops and recommends policies, procedures, guidelines, and institutions to improve administrative or operating effectiveness.

Screens and/or reviews publications; drafts or rewrites communications; makes arrangements for meetings and maintains agendas and reports; arranges schedules to meet deadlines.

Maintains extensive contact with other operating units within the department, between departments, or with the general public in a coordinative or informative capacity on a variety of matters.

Prepares informational materials and publications for unit involved and arranges for distribution of completed items.

Attends meetings, workshops, seminars.

III. The three consecutive paragraphs in the Decision section which begin on the fourth line of page 11 of the Proposed Decision and Order and which continue onto the top of page 12 are deleted and the following language substituted:

The classification specification for the PA Sup 2 classification requires that a position perform "paraprofessional supervisory work of considerable difficulty providing program support assistance to professional or administrative staff, which involves the supervision of subordinate staff performing diverse but inter-related program activities with some latitude regarding program-related decisions." Appellant's position supervises a half-time Word Processing Operator 1 and a half-time Program Assistant 2. Since the record does not indicate what the specific duties and responsibilities of these subordinate positions are, reliance must be placed on their classification titles. It seems apparent from these classification titles that only the PA 2 position would be involved in program activities with some latitude regarding program-related decisions. It can be inferred from the classification level of the PA 2 position as well as the functions carried out by the Area Office that this subordinate staff position could perform diverse but inter-related program activities with some latitude regarding program-related decisions within the meaning of the PA Sup 2 classification specifications. Respondent represented in the record that supervision of two permanent employees is required for classification within the PA Sup series. However, no authority is cited for this requirement and none is apparent from the PA Sup position standard or elsewhere. Although it appears from the record in this matter that appellant's position could be classified within the PA Sup series based on its supervisory responsibilities, appellant has failed to show that her position is appropriately classified at the PA Sup 2 level. The PA Sup 2 classification specifications require that the work performed by a position at this level "is comparable to that allocated to the Program Assistant 3 level, with the additional supervisory responsibilities." The only evidence in the record relevant to this point is the testimony of respondent's classification expert who stated that appellant's position needed credit for its supervisory responsibilities in order to merit classification at the PA 3 level, i.e., without its supervisory responsibilities, appellant's position should be classified at the PA 2 level. None of the evidence introduced by appellant successfully rebutted this testimony. The classification specifications for either the PA 2 or PA 3 classifications, including the work examples, could describe the duties and responsibilities of appellant's position. The record does not include any PA 2 position descriptions or non-supervisory PA 3 position descriptions. Appellant's position was assigned supervisory responsibilities at the time it was reclassified to the PA 3 level, i.e., such supervisory responsibilities were not added

later. The Commission concludes on this basis that appellant failed to sustain her burden that the PA Sup 2 classification is the best fit for her position.

The record does offer a PA 3 position for comparison purposes (See Finding of Fact 5.a., above). This position also functions as an Area Secretary for the Horicon Area Office within DNR's Southern District. The value for comparison purposes of the position description for this position contained in the hearing record is limited by the fact that it predated the elimination of the Area Director positions. Although respondent's classification expert did testify that this position was designated as the Office Manager after the Horicon Area Director position was eliminated and, in her opinion, was still properly classified at the PA 3 level after that change, it is not clear what changes occurred when the Horicon PA 3 position was designated as the Horicon Area Office Manager or what type of review of the classification of the position was conducted at that time or thereafter. For these reasons, the comparability of the Horicon position and appellant's position for classification purposes is not clear.

The Commission will address below some of the Objections filed by appellant to the Proposed Decision and Order:

The Commission would first like to point out that many of the facts contained in appellant's Objections were not a part of the hearing record and may not, therefore, be considered by the Commission in reaching its decision.

Appellant states in her Objections that her position had a total increase of 34% of new worker activities between 1987 and 1989. However, the comparison of the 1987 and 1989 position descriptions in the Proposed Decision and Order was based on Appellant's Exhibit I which appellant prepared and in which she detailed those duties and responsibilities in her 1989 position description which she considered to be new or to be different from those in her 1987 position description. The listing of the actual changes contained in Finding of Fact 3 in the Proposed Decision and order is complete based on a close comparison of the 1987 and 1989 position descriptions and on the testimony of hearing witnesses. Many of the representations made by appellant as to the changes in the nature or percentages of time devoted to certain duties and responsibilities are not based on information which is contained in the hearing record and, in certain instances, is directly contrary to information which is contained in the hearing record. For example, appellant states in her Objections that there is a 3% increase in A.2. However, worker activity A.2. on appellant's 1989 position description is identical to


worker activity A.5. on the 1987 position description. The 1987 position description does not assign a time percentage to A.5. and the 1989 position description assigns a 3% time percentage to A.2. To accept appellant's representation in this regard, either A.2. would have to be a new responsibility, which it obviously is not since an identical worker activity was listed on the 1987 position description, or there would have had to be a 3% increase in the time percentage assigned to this worker activity which is not possible since the 1989 position description assigns it a total percentage of 3%. This same analysis would apply to appellant's representations in her Objections in regard to worker activities A.3., B.3., D.1., and D.3. on her 1989 position description.

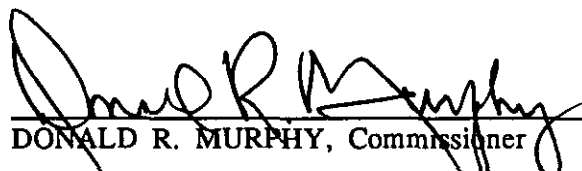
Many of the comparisons drawn by appellant in her Objections between the duties and responsibilities of her position and those of the Lund position cannot be sustained by an examination of the record. For example, appellant represents that her responsibility for monitoring the Area Offices' monthly operating budget, sales and receipts, and petty cash fund are comparable to the Lund position's responsibility for preparing the payroll and related documents. There is no evidence in the record from which to conclude that these processes are the same or even similar and this is certainly not apparent from the face of the respective position descriptions.

Appellant next tries to draw a comparison between the duties and responsibilities of her position and those of the Gaffney position in Gaffney v. DNR and DER, Case No. 79-PC-CS-311 (1981). Appellant represents in her Objections that this position serves as the Office Manager and Administrative Secretary for the Bureaus of fish Management, Wildlife Management, and Endangered and Nongame Species.

The fact that this position functions at the Bureau level and serves more than one major program would distinguish it on its face from appellant's position.

Dated: May 16, 1991 STATE PERSONNEL COMMISSION


LAURIE R. McCALLUM, Chairperson


DONALD R. MURPHY, Commissioner


GERALD F. HODDINOTT, Commissioner

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JOANNE CHRISTENSEN,

Appellant,

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Secretary, DEPARTMENT OF NATURAL
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* * * * *

PROPOSED
DECISION
AND
ORDER

Nature of the Case

This is an appeal of respondents' decision to deny appellant's request for the reclassification of her position from Program Assistant 3-Confidential (PR 1-10) (PA 3) to Program Assistant 4-Confidential (PR 1-11) (PA 4), Administrative Assistant 3 (PR 1-12) (AA 3), or Program Assistant Supervisor 2 (PR 1-11) (PA Sup 2). A hearing was held on February 19, 1991, before Laurie R. McCallum, Chairperson.

Findings of Fact

1. At all times relevant to this matter, appellant has been employed in a classified position which functions as the Area Secretary for respondent DNR's Madison Area Office, Southern District. Some time in December of 1989, appellant filed a request for the reclassification of her position from PA 3 to Administrative Assistant 4 (AA 4). In reviewing this request, respondents also considered the PA 4, AA 3, and, later, the PA Sup 2 classifications. On or around August 31, 1990, respondents denied appellant's request. Appellant filed a timely appeal of this denial with the Commission on September 27, 1990.

2. Effective October 25, 1987, appellant's position was reclassified to the PA 3 level. The duties and responsibilities of appellant's position at that time were accurately described in a position description signed by appellant on July 13, 1987, as follows, in pertinent part:

TIME % GOALS AND WORKER ACTIVITIES

55%

A. Implementation of Area Programs

- A1. Insure time line compliance by all Area personnel by maintaining logs, calendars, and pending file for deadlines and notify Area Director and staff as needed to assure deadlines are met.
- A2. Monitor Area's budget and report status to Area Director monthly. Advise Area Director and staff on purchasing procedures. Acquire or retrieve needed information for preparation of purchase requests and/or purchases. Complete all purchasing functions necessary to maintain an adequate inventory of supplies, forms, postage, film, brochures, and pamphlets for Area and field offices.
- A3. Initiate Area's hazardous spill response. Maintain current knowledge of spill procedures. Follow up reporting procedures to insure timely administrative and cleanup reporting.
- A4. Alert and/or dispatch Area's Portage Levee support team. Maintain a current membership list and inform Area Director of the support team's equipment and training needs.
- A5. Maintain comprehensive and extensive knowledge of Area and Departmental functions and operations. Inform Area staff and field personnel of current changes in Administrative Codes, Manual Codes, and Statutes.
- 10% A6. Maintain water management surveillance file and prepare regulatory permits and letters.
- 3% A7. Supervise the Madison Area small mammal and bird control program including application evaluation, permit issuance, compliance and all necessary reports.
- 10% A8. Compose letters, memos and prepare permits and reports. Sign and send in absence of staff to insure deadlines are met.
- A9. Evaluate and prioritize special project requests, determine staff needs and make assignments accordingly.
- A10. Directly responsible for processing all Area confidential personnel matters, including disciplinary actions,

- grievances, salary changes, promotional actions and incident reports.
- 5% A11. Perform duties as Area vehicle and equipment dispatcher which include: Keep records for Area vehicles, use and service; schedule yearly vehicle inspections. Coordinate Area equipment use; authorize and schedule required repairs. Make recommendations to fleet supervisor on unit replacement.
- 20% B. Direct, Coordinate, and Supervise Area Office Functions
- 6% B1. Maintain knowledge of Area's personal computers' functions and programs. Assist area managers with their programs by entering data, tracking budget items and balances, spreadsheets, and word processing on Symphony, Data Ease, Office Writer, and other software programs.
- B2. Responsible for the Area's radio communications and maintenance of radio log as the Area communication dispatcher.
- 6% B3. Responsible for the Area Office license account. Prepare remittances for licenses sold and permits issued per Manual Codes and remit such funds.
- B4. Responsible for petty cash fund for Area Office including the processing of reimbursement claims, cash payment of bills, auditing, and reconciling account.
- B5. Maintain records of all Area personnel transactions.
- B6. Maintain central files, confidential files, policy and procedures manuals, budget books departmental handbooks, statutes and administrative code books.
- 15% C. Supervision of Clerical Staff
- C1. Establish priorities to ensure goals of office services are achieved.
- C2. Supervise clerical staff in office policies, procedures, and departmental programs, functions and regulations.
- C3. Supervise and assist in preparation of typed material. (Letters, memorandums, tables, charts, newsletters, and statistical reports.) Proofread and edit as necessary.

- C4. Supervise and assist clerical staff in coordination of telephone, radio and verbal communication.
 - C5. Supervise and assist in the sale of licenses; preparation and distribution of mail.
 - C6. Provide supervision and guidance to personnel performing administrative functions in field offices.
 - C7. Audit and evaluate administrative function of field offices, make recommendations to field managers and advise Area Director of audit results.
 - C8. Evaluate clerical staff performance and prepare training plan. First step in grievance procedures regarding disciplinary actions, work rules and labor contracts.
 - C9. Responsible for support services.
- 10% D. Public Relations and Communications
- D1. Provide interpretation of regulations and policies for each Area program to employes and public.
 - D2. Assist employes and public in the completion of applications and forms.
 - D3. Independently respond to letters and/or requests for general information, permits, licenses, forms, regulations, pamphlets and brochures.
 - D4. Coordinate and compile outdoor information for outdoor report and disperse that information to general public.
 - D5. Provide assistance to law enforcement personnel in inventory control, security, disposition of confiscated equipment, and "chain of evidence."
 - D6. Responsible for inventory control of animal traps and security of cash deposits held for return of traps.
 - D7. Supervise the car-killed deer pickup program in Dane County, insuring proper communication with Dane County Sheriff's Office, Dane County Highway Department and State Patrol.

3. In May of 1988, the position of Area Director was eliminated in the Madison Area Office and respondent DNR's other area offices. This resulted in the following changes in the duties and responsibilities of appellant's position:

a. Appellant's position no longer had an on-site supervisor. The supervisor of appellant's position was now a PA Sup 3 position which functioned as the Program Services Supervisor in the Southern District Headquarters.

b. Appellant's position was designated by the Southern District Director as the Madison Area Office Manager. As the Office Manager, appellant's position was now responsible for convening Madison Area staff meetings twice each month to facilitate communication among different functional areas; had more independence in recommending and/or approving the purchase of new or replacement equipment; had more independence in assuring that Madison Area's Portage Levee Support Team's equipment and training needs were being met; was now representing the Madison Area at meetings and on DNR committees; and was now responsible for maintaining the security of monies received by the Area Office, the security and cleanliness of the section of the building leased by the Area Office, and the inventory of Area equipment and supplies.

c. Appellant's position now had the authority to approve all handicapped hunter permits. Prior to May of 1988, appellant's position had the authority to approve only those handicapped hunter permits which did not present a question of validity on their face.

4. At the time of appellant's reclassification to the PA 3 level, her position was supervising a permanent Word Processing Operator 2 position. At the time of the subject request for reclassification, appellant's position was supervising two half-time permanent positions, one classified as a PA 2 and the other as a Word Processing Operator 1.

5. The positions offered in the hearing record for comparison purposes include the following:

a. Cynthia Ondrejka--PA 3--Area Secretary/Office Manager for DNR's Horicon Area Office: the primary duties and responsibilities of this position are closely comparable to those of appellant's position. This position supervises two permanent full-time positions. It is not clear from the record whether this position has permit-approval authority comparable to that of appellant's position.

b. Jeanice Harrington--PA Sup 3--Program Services Supervisor for DNR's Southern District Office (appellant's position's first-line supervisor): the primary duties of this position include the supervision of eight permanent support staff positions, 3 with subordinate staff positions; administration of program support services for the District Director, Assistant District Directors, District

Supervisor of Services, and District Personnel Manager; supervision of Area office managers; supervision of District Information/Reception Center; supervision of District word processing center; supervision of District mail room; maintenance of District records and equipment; and serving as District Training Coordinator. The Southern District encompasses three Areas: Madison, Dodgeville, and Horicon.

c. Ethel Lund--AA 3--District Office Supervisor, Transportation District 1, Division of Highways and Transportation Services, Department of Transportation: this position advises and assists the District Chief of Administrative and Management Services with the supervision of clerical support services, accounting, auditing, fleet management, equipment room management, purchasing, inventory, payroll, employee benefits, personnel transactions, forms management, records management, and space management.

6. The position standard for the Program Assistant-Confidential series state as follows, in pertinent part:

PROGRAM ASSISTANT 3-CONFIDENTIAL

This is paraprofessional work of moderate difficulty providing a wide variety of program support assistance to supervisory, professional or administrative staff. Positions are delegated authority to exercise judgment and decision making along program lines that are governed by a variety of complex rules and regulations. Independence of action and impact across program lines is significant at this level. Positions at this level devote more time to administration and coordination of program activities than to the actual performance of clerical tasks. Work is performed under general supervision.

PROGRAM ASSISTANT 4-CONFIDENTIAL

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.

PROGRAM ASSISTANT 3-CONFIDENTIAL - WORK EXAMPLES

Prepares reports, research project data, budget information, mailing lists, record keeping systems policies and procedures, training programs, schedules and generally oversees operations.

Plans, assigns, and guides the activities of a unit engaged in the clerical support of the program assigned.

Develops and/or revises selected policies and procedures affecting the administration of the program.

Answers questions regarding the program or division via telephone, correspondence, or face-to-face contact.

May serve as an assistant in charge of secretarial and administrative tasks in an operation handling cash procedures, equipment orders, inventory, program preparation, pricing, etc.

Composes correspondence, maintains files of program-related data, sets up schedules and performs any related administrative support function necessary to the operation of the program.

May be in charge of public relations, preparing, and sending out pamphlets, brochures, letters, and various program publications.

PROGRAM ASSISTANT 4-CONFIDENTIAL - WORK EXAMPLES

Plans, assigns, and guides the activities of a unit engaged in current projects or programs.

Researches and produces, as recommended by federal regulations and through the direction of an immediate supervisor, necessary data and information to prepare grant applications based on federal, state, and local funding regulations.

Interprets rules, regulations, policies, and procedures for faculty, other employers, and the public.

Prepares various informational, factual, and statistical reports.

Assists in the development and revision of policies, laws, rules, and procedures affecting the entire program or operation.

Coordinates units within the department, between departments, or with the general public in an informative capacity for a variety of complex matters.

Conducts special projects; analyzes, assembles, or obtains information.

Prepares equipment and material specifications, receives bids, and authorizes the purchase of an operating department's equipment, material, and supplies.

Analyzes, interprets, and prepares various reports.

Administers and scores admission and placement tests; administers nationally scheduled examinations; confers with applicants regarding test interpretations.

7. The Administrative Assistant 3 classification specification states as follows, in pertinent part:

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 opinions, court decisions and precedence.

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

Keeps records and makes reports.

8. The position standard for the Program Assistant Supervisor series provides as follows, in pertinent part:

PROGRAM ASSISTANT SUPERVISOR 2

This is paraprofessional supervisory work of considerable difficulty providing program support assistance to professionals or administrative staff, which involves the supervision of subordinate staff performing diverse but inter-related program activities with some latitude regarding program-related decisions. The work performed at this level is comparable to that allocated to the Program Assistant 3 level, with the additional supervisory responsibilities. This level differs from the Program Assistant Supervisor 1 level on the basis of the increased scope, breadth and complexity of the work performed, as indicated by the following criteria: (1) the work performed at this level involves specialized, though generally nontheoretical skills, rather than procedural or systematic proficiency; (2) the

procedures are substantially diversified, and the program area is defined by specialized standards rather than established precedents; and (3) there is a greater degree of independence of action, which impacts across program lines rather than within one program area. Work is performed under direction.

Conclusions of Law

1. This matter is appropriately before the Commission pursuant to §230.44(1)(b), Stats.
2. The appellant has the burden to prove that respondents' decision denying the subject request for reclassification was incorrect.
3. The appellant has failed to sustain this burden.
4. Appellant's position is most appropriately classified at the PA 3 level.

Decision

The proper classification of a position involves a weighing of the classification specifications and the actual work performed to determine which classification best fits the position. It is frequently the case that the duties and responsibilities of a position are described by the language of two or more classification specifications. The classification which "best fits" a position is that which describes the duties and responsibilities to which the position devotes a majority of its time. [Bender v. DOA and DP, Case No. 80-210-PC (7/1/81); Division of Personnel v. State Personnel Commission (Marx), Court of Appeals District IV, 84-1024 (11/21/85); DER & DP v. State Personnel Commission, Dane County Circuit Court, 79-CV-3860 (9/21/80)].

In order to be classified at the AA 3 level, a position must direct "the business management of a division engaged in a comprehensive non-professional program or activity." The record does not show that the organizational level of the Madison Area Office is equivalent to that of a division of a state agency. However, since the language of the AA 3 classification specification is quite general and since at least some of the examples of work performed cited in the AA 3 classification specification could arguably describe some of the duties and responsibilities of appellant's position, it is instructive to look outside the specification for guidance in this matter. The AA 3 position of Ethel Lund at the Department of Transportation was offered in the hearing record for comparison purposes. Several distinctions between the Lund position and appellant's position are apparent. First of all, the Lund position functions at

the district level whereas appellant's position functions at the sub-district level. Second, the Lund position has some duties and responsibilities for which there is no parallel in appellant's position, i.e., those relating to employee benefits and equipment room management. The primary problem encountered in attempting to compare these positions based on the information contained in the hearing record is that the record does not demonstrate how a DOT district office compares to a DNR area office and does not show how the specific duties and responsibilities of appellant's position compare to the specific duties and responsibilities of the Lund position. For example, it is not uncommon for positions at various classification levels to be responsible for directing a unit's record-keeping function. Classification distinctions can only be drawn based upon specific information relating to the nature of the record-keeping function and the position's role in performing this record-keeping function. Both types of information are absent from this record and it is not possible to conclude on the basis of the available information that appellant's position is comparable to the Lund position for classification purposes. It is also instructive to note in this regard that the classifications of the Lund position and of the Harrington position are in the same pay range. Appellant does not argue that her position is equivalent to that of her first-line supervisor for classification purposes and it is clear from the record that it is not.

In order to be classified at the PA 4 level, a position must function as the "assistant to the head of a major program function or organization activity." The record does not indicate that appellant's position performs this function, i.e., appellant's position does not function as an assistant to a higher-level position and appellant's positions' supervisor is not the head of a major program function or organization activity. In addition, no PA 4 positions were offered for comparison purposes in the hearing record. Finally, the examples of work performed cited in the PA 3 specification are more closely akin to the duties and responsibilities of appellant's position than those cited in the PA 4 specification. Specifically, the examples at the PA 3 level generally describe a position with an emphasis on the coordination of clerical support and the compilation and distribution of program information which is the emphasis of appellant's position, whereas the examples at the PA 4 level generally describe a position with greater program involvement and greater responsibility for information analysis and interpretation. The few work examples at the PA 4

level that arguably describe duties and responsibilities assigned to appellant's position e.g., preparing equipment and material specifications, authorizing purchases, do not consume a majority of appellant's positions' time.

The classification specification for the PA Sup 2 classification requires that a position perform "paraprofessional supervisory work of considerable difficulty providing program support assistance to professional or administrative staff, which involves the supervision of subordinate staff performing diverse but inter-related program activities with some latitude regarding program-related decisions." Appellant's position supervises a half-time Word Processing Operator 1 and a half-time Program Assistant 2. It is apparent from the classifications of these positions that only the PA 2 position would be involved in program activities with some latitude regarding program-related decisions. It appears from the language of the above-quoted phrase from the PA Sup 2 classification specification, that this language contemplates the supervision of more than one program support subordinate and that such subordinates do not perform the same tasks, although such tasks are inter-related. Appellant's supervision of one half-time PA 2 position would not satisfy this requirement. The record does not offer any PA Sup 2 positions to review for comparison purposes or any other evidence by which it is possible to conclude that appellant's position merits classification at the PA Sup 2 level.

The record does offer a PA 3 position to review for comparison purposes (See Finding of Fact 5.a., above). This position also functions as an Area Secretary/Office Manager for the Horicon Area Office within DNR's Southern District and the primary duties and responsibilities of this position are equivalent to the primary duties and responsibilities of appellant's position. The Horicon position does supervise two full-time positions which makes the position a stronger position for classification purposes than appellant's in this regard. Appellant's position may have more programmatic involvement in the permit-approval process than the Horicon position which would render appellant's position a stronger position for classification purposes than the Horicon position in this regard. However, not only do these two factors appear to balance each other out but these differences are not significant enough from a classification standpoint to lead to a conclusion that the two positions are not closely comparable. In addition, since the record does not clearly show that the permit-approval difference is extant, the only conclusion that can actually

be drawn from the record is that the Horicon position is stronger from a classification standpoint than appellant's position.

The language of the PA 3 classification specification generally describes the duties and responsibilities of appellant's position quite accurately. In addition, the examples of work performed cited in the PA 3 specification present a framework within which the duties and responsibilities of appellant's position fit quite comfortably. The same cannot be said of the language or work examples for the other classifications considered in this matter.

Based on the above, the Commission concludes that respondents were correct in their conclusion that appellant's position is more appropriately classified at the PA 3 level.

Order

The action of respondents is affirmed and this appeal is dismissed.

Dated: _____, 1991 STATE PERSONNEL COMMISSION

LAURIE R. McCALLUM, Chairperson

LRM/lrm/gdt/2

DONALD R. MURPHY, Commissioner

GERALD F. HODDINOTT, Commissioner

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