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SANDRA BROADY-DIETZ,
 Appellant,

v.

Secretary, DEPARTMENT OF
 ADMINISTRATION, and
 Secretary, DEPARTMENT OF
 EMPLOYMENT RELATIONS,
 Respondents.

Case No. 92-0563-PC

* * * * *

DECISION
 AND
 ORDER

This case is duly before the Commission on an appeal of a denial of a reclassification request. The issue is: whether respondents' decision to deny appellant's request for the reclassification of her position from Administrative Assistant 4-Supervisor (AA4-Sup.) to Administrative Assistant 5-Supervisor (AA5-Sup.) was correct. The following discussion and decision is based on an evidentiary hearing before Donald R. Murphy, Commissioner.

In 1987 Sandra Broady-Dietz, appellant, transferred to the subject position of State Records Center Supervisor, Records Management Section, Bureau of General Services, Department of Administration (DOA). Her position was summarized in her 1987 Position Description (PD) as follows:

"Supervise the staff of the State Records Center. Manage the Center in a cost-effective and efficient manner. Prepare operating budgets and make recommendations on pricing services. Instruct users of Center services. Advise, evaluate, and assist agencies in establishment and operation of records management programs. Provide analytical and staff support to the Executive Secretary."

In 1989 Broady-Dietz's position description was updated. Although the word order was different, her position was described the same as in her 1987 PD.

On December 27, 1991, a request was made to DOA for reclassification of Broady-Dietz's position. The request was denied and Broady-Dietz timely appealed the decision to the Personnel Commission. The reclassification request included an updated PD signed August 16, 1991, by Sandra Broady-Dietz. The working title of her position had changed from Supervisor, State Records

Center to Records Analyst and Supervisor, State Records. The goals, worker activities and time percentages of the position were:

- A. 30% Provide policy analysis and staff support to the Public Records and Form Board.
- B. 25% Implement improvements and monitor operations of state agency records management programs. Provide technical assistance and training to state agencies and local units of government. Responsible for providing oversight and technical assistance to all human relations and resources state agencies on records management issues. Issues include records maintenance (active and inactive); filing practices; determining how long records must be maintained and what their disposition will be; and records media issues such as when to consider paper, microfilm, or electronic media for storing records.
- C. 15% Supervise Records Center staff, occasional LTE's and contract help in the ongoing performance of the duties involved in operation of the Center.
- D. 10% Management of the State Records Center in cost-effective efficient manner with special emphasis on improving records management statewide.
- E. 10% Act as system manager for Section Local Area Network (LAN) including Records Center Automation System, updates, maintenance and security for the network.
- F. 5% Develop annual and biennial budget requests including statewide policy analysis, operating and budget issues, recommendations on equipment needs, changes to pricing structures, personnel and space needs.
- G. 5% Other duties as required.

Between 1989 and 1991 Broady-Dietz's support to the Records and Forms Board -- goal A -- increased by a total of 5%; her responsibilities for state agency records management programs -- goal B -- remained the same; her responsibility to supervise Records Center staff -- goal C -- same; her duty to manage the Center in a cost-efficient manner -- goal D -- decreased by 10%; her duty to manage information systems -- goal E-- increased by 7%, with new emphasis on the LAN and RCA Systems; her duties regarding annual and biennial budgets -- goal F -- remained at 5%; and her miscellaneous duties -- goal G -- increased from 2% to 5%. Goal E in the 1989 PD -- 5% was deleted and rolled into Goals C and D of the 1991 PD.

The AA4-Sup. state classification specifications provide:

This is line supervisory work in a state agency or segment of a large state agency. Employees in this class have supervisory responsibilities over a large, moderately complex records processing and maintenance unit involving a variety of functions and having large clerical staffs with a number of subordinate levels of supervision, and/or supervise and perform staff services in records, accounting, personnel, budgeting or purchasing. Employees are responsible for interpretations of laws, rules and departmental policies in carrying out their assigned functions. Work is performed with a minimum of supervision which is received through staff conferences or general written or oral instructions. Employees are expected to carry out assigned functions with a considerable amount of initiative and independence with the results of their work reviewed through oral or written reports and personal conferences.

And the AA5-Sup. classification specifications provide:

This is responsible line administrative and professional staff assistance work in a large state agency. Employees of this class direct an important function of the department and/or provide staff services in management areas such as accounting, purchasing, personnel or budget preparation. Employees in this class may be responsible for supervising a staff of technical, semi-professional or professional employees in directing the assigned program. Employees have a great deal of latitude in areas of decision making and initiating action within a broad framework of laws and rules. Work is evaluated by administrative superiors through conferences, personal observations and reports.

As the Commission stated in Amble v. DOA & DER, Case No. 92-0705-PC (11/93), the primary distinctions between AA4-Sup. level and AA5-Sup. level positions are scope and complexity of programs supervised; level and type of subordinate positions; and organizational level of subject position.

Here, in this instance, appellant's position is closely described by the AA4-Sup. classification specifications. Appellant performs line supervisory work in a segment of a large state agency, with supervisory responsibilities over a moderately complex records processing and maintenance unit, having non-technical and non-professional staff.

In contrast, appellant's position does not contain the AA5-Sup. classification specification elements of supervising technical, semi-professional or professional staff. And when comparing appellant's position to AA5-Sup. positions, it does not match-up. These AA5-Sup. positions, are exemplified by Patricia Bong, DOA, WISCOMP Center, Division of State Agency Services; Helen Ledin, DOA, Records Management Section, Bureau of General Services; Gerard

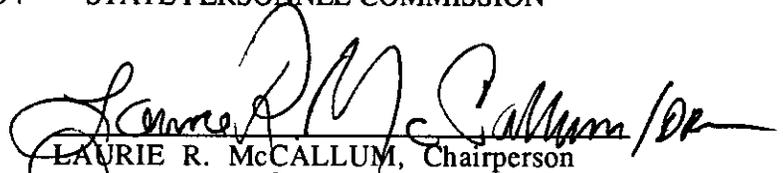
Ziegler, DOA, Transportation Services Section, Bureau of Transportation; and Constance Olson, DOC, Division of Management Services, office of Information Management, which were presented into the record by documents, testimony or both. As a group, these AA5-Sup. positions function at a higher supervisory reporting level, supervise high level subordinates and supervise broader program aspects and larger budgets and in some instances establish policy at the section or bureau level.

Still, notwithstanding allocation patterns or position comparisons, classification specifications are the basic authority for assignment of positions to a class. Appellant's position is closely described in the AA4-Sup. class specification.

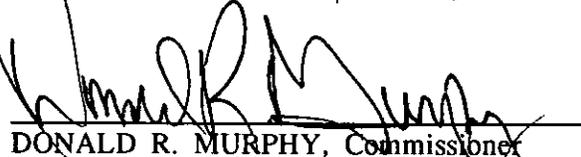
ORDER

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

Dated: January 25, 1994 STATE PERSONNEL COMMISSION


LAURIE R. McCALLUM, Chairperson

DRM:dkd


DONALD R. MURPHY, Commissioner


JUDY M. ROGERS, Commissioner

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