



Appellant's responsibilities and duties as identified in the position description dated December 11, 1975, are as follows:

- 60% Performs the following with a minimum of supervision: Contacts employers by phone or personal visit to promote use of Job Service. Through employer contacts, provides a intra-unit relationship in supplying job openings to placement staff.
- 20% Interviews and assesses employability development needs of clients.
- 15% Relates with unit counselor in behalf of clients' needs and provides job development for area III clients. Contacts employers and/or to make placement follow-up on clients; monitors use of Job Bank equipment by non-Job Service personnel, assuring proper use of Job Bank information and recording procedures. Performs other related work as required.
- 4% EEO Office Specialist, handling all discriminatory practices and giving special assistance to minority groups.
- 1% Migrant Opportunities specialist. Should these services be needed in this office, her job is to supply services needed to help applicant obtain them.

#### Conclusions of Law

In appeals from reclassification request denials, the burden is on the appealing party to prove that the decision of the Director was incorrect. An employe is not entitled to reclassification simply because some of his or her duties fall within a higher classification. Determination of the proper classification requires a weighing of the position standards involved and the actual work performed to determine which classification best fits the position.

The position of Employer Relations Representative, as defined in the Position Standard for Job Service Specialist 3 provides that the person filling that position:

". . . plans, coordinates, and controls all employer relations activities in a geographic area of the state; follows up on employer complaints . . . ; schedules and monitors employer visits and promotional activities of Job Service staff; . . ."

Under the Position Standard for Job Service Specialist 2 are listed

Placement Specialists, who:

". . . visit employers to promote job service programs and jobs for special applicants, assist applicants in assessing employment potential by providing labor market information."

Also listed with Job Service Specialist 2 are Job Developers, who:

"develop employment and training opportunities for difficult to place applicants."

It is clear that many of the specific tasks performed by a Specialist 3 Employer Relations Representative are also performed by a Specialist 2 Placement Specialist or Job Developer. Both classifications involve employer contact for purposes of promoting their participation in Job Service programs.

The key distinction between the Specialist 2 contact and the Specialist 3 contact is the nature of the contact and the amount of responsibility for the contact. At the Specialist 3 level, the employee would have general control over all employer contact in an area, while at the Specialist 2 level, contact would be more limited and for more specific client service purposes.

Appellant functions at the Specialist 2 level. While she has considerable contact (60% of her time) with employers, Appellant does not have control over all employer contact. Appellant is expected to report her employer contact to the Specialist 3 who is assigned as the Employer Relations Representative for her area.

Appellant in this case is in a somewhat unique situation. The fact that she has been involved in Job Service work since the 1940's in the Milwaukee area gives her a great deal of knowledge concerning employers in the area.

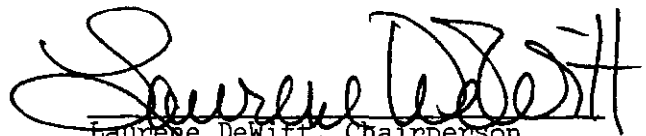
She has a long history of employer contact experience which she is able to draw upon when attempting to aid her clients. Her experience makes her a very productive and well qualified Job Service Specialist 2. However, the strength of her work and her excellent performance and experience are not the determining factors in a classification question. The central issue is what Appellant does, and not how she does it. Appellant's current position is properly classified as a Job Service Specialist 2.

Order

It is hereby ordered that the action of the Deputy Director appealed from is affirmed and the appeal is dismissed.

Dated July 22, 1977

STATE PERSONNEL BOARD

  
Laurene DeWitt, Chairperson