



Knowledge of organizational structure, work assignments, flow of work, and procedural regulations among several interrelated operating units is demanded by the tasks performed.

Positions at this level are usually responsible for the clerical work of a medium-sized organizational unit.

Positions at this level are typically responsible for supervising a small clerical staff in a varied clerical operation or a slightly larger clerical staff in a somewhat routine clerical operation.

Positions allocated to this level often develop and revise the operating procedures affecting their immediate work unit.

Positions allocated to this level are typically the top clerical position in a small academic department within a large university or a large department in a smaller university, and are responsible for administering the clerical services for that department. These services usually include fiscal (maintenance or organizational budget-including gift and grant records), procurement, secretarial and related clerical support.

A large percent of the time is devoted to the administration and coordination and supervision of a clerical unit as well as the actual performance of the clerical tasks.

2. The position standard for Administrative Assistant 1 (Respondent's Exhibit 6) contains the following excerpt:

Positions allocated to this level perform responsible administrative and supervisory work under administrative review. Positions allocated to this level develop and revise procedures affecting their program and make recommendations on revising policies affecting their program.

#### Classification Factors

Independent judgment and specialized knowledge must be exercised in developing and revising policies and procedures.

The work demands a basic knowledge of the organization's programs, policies and procedures as they relate to other pertinent operating units and/or departments.

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 is typical of positions allocated to this level.

Positions at this level are typically responsible for supervising a large staff of subordinates in a highly specialized clerical operation of wide scope, or a comparable number of subordinates in a more varied, less specialized clerical operation.

Positions allocated to this level often have subordinate supervisors under their direction.

Positions allocated to this level are responsible for developing and revising selected policies and procedures affecting the administration of their program.

Positions at this level typically devote more time to administration and supervision of a program than to the actual performance of clerical tasks.

Positions allocated to this level differ from positions allocated to the Clerk 4 class in any one or combination of three ways:

1. The scope of the program is greater.
2. The degree of responsibility and authority invested in the position for the performance of the duties is greater.
3. The complexity of the program is greater and the policies and procedures affecting the program are more involved.

3. The appellant is employed by the State of Wisconsin in the classified civil service with permanent status in class in a position classified as Administrative Secretary 1 serving as secretary to the chairman of the Humanistic Studies Division at U.W. - Parkside.

4. The appellant's duties and responsibilities are in summary form as follows:

- a. secretarial duties for chairman - typing correspondence, scheduling meetings, making travel arrangements, maintain and update faculty personnel files, other filing, etc.
- b. receptionist duties for chairman - handles telephone calls, visitors, open and routes mail.
- c. supervises clerical employes in office and clerical procedures.
- d. committee work - prepares agendas, takes minutes, gathers needed information for items on agenda from files, etc., for various division committees.
- e. budget work - makes determinations, subject to final decision of chairman, of how division funds will be allocated among the various disciplines, keeps track of expenditures, amounts remaining in various categories, administers requisition process.

5. The appellant exercises a large measure of independent judgment and initiative in the exercise of her duties.

6. The director denied appellant's request for reclassification from Administrative Secretary 1 to Administrative Assistant 1.

7. Appellant possesses the required qualifications (knowledges, skills, and experiences) for Administrative Assistant 1 as set forth in the position standards (Respondent's Exhibit 6).

CONCLUSIONS OF LAW

1. This case is properly before the Board pursuant to §16.05(1)(f), Wis. stats.
2. The burden of proof is on the appellant to establish that the director erred in denying reclassification and that she is entitled to be classified at the higher level. See Alderden v. Wettengel, Wis. Pers. Bd. 73-87 (6/2/75); Lyons v. Wettengel, Wis. Pers. Bd. 73-36 (11/20/74).
3. The appellant has failed to meet her burden of proof that her position should be classified as Administrative Assistant 1.

OPINION

The position standard for Administrative Assistant 1 requires the performance of "responsible administrative and supervisory work" and the development and revision of "procedures affecting their program and makes recommendations on revising policies affecting their program." In the Administrative Secretary series although the work may be varied and complex the emphasis is on the clerical nature of the work. See position standards for Administrative Secretary 1 - program in academic departments (Respondent's Exhibit 5, emphasis supplied):

Positions allocated to this level perform advanced administrative and supervisory clerical tasks. Work at this level is typically varied and complex. Positions allocated to this level make recommendations on policies and procedures affecting any portion of the program they are responsible for administering.

\* \* \*

Positions allocated to this level are typically the top clerical position in a small academic department within a large university or a large department in a smaller university, and are responsible for administering the clerical services for that department. These services usually include fiscal (maintenance of organizational budget-including gift and grant records), procurement, secretarial and related clerical support.

While the appellant worked independently and developed policies and procedures, these were at the clerical level. The appellant's long experience and high level of competence undoubtedly enhanced her value and contribution to the division, but it cannot be concluded that her work was at the Administrative Assistant level. Her contribution to the division's functioning is primarily clerical in nature and consistent with the Administrative Secretary 1 position standards.

For example, appellant's counsel argued in a post-hearing brief (p. 6):

"The appellant has also exercised judgment and initiative in developing and revising divisional policies and procedures in other areas.

Ms. Toigo testified that she developed the entire procedure which is used in recruiting new faculty members. (Tr. pp. 54, 132)."

Those transcript references contain in part the following testimony:

"Q What work do you do in terms of advertising vacancies?

A Well, I did all the research on getting all those mailing lists together for recruiting through the various different agencies, looking up black colleges and so on and got the lists together, and then the committee got together and each - like, if it's communication, someone in communication will be on the search committee, and they will go through the lists and pick out the colleges that they feel are very important to the job.

\* \* \*

. . . I did set up the whole procedure. I mean, the filing alone, keeping all of the materials for each individual, is overwhelming.

Q And, did you set up procedures that \_\_\_\_\_

A Yes, I did.

Q \_\_\_\_\_ that determined how to do those things?

A That right. And those are followed each time we go through the recruiting process."

This point is one example of a number of functions which appellant claimed qualified her position for the higher classification but which were basically clerical in nature.

During the hearing there was considerable argument over the admissibility of position descriptions and other hearsay describing the duties and responsibilities of other positions used as a comparison to appellant's position by various personnel analysts. This evidence was received over appellant's hearsay objections.

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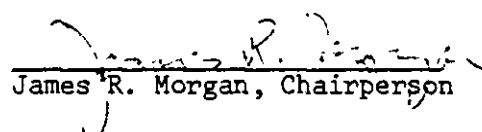
In the Board's opinion, the findings and conclusions set forth here could be reached solely on the basis of the testimony of the appellant and the position standards for the classifications in question, and without reference to the evidence related to these comparative positions. However, it is noted that the Board has followed a long-standing policy of admitting this type of evidence in classification appeals. This material is not really hearsay at all because it is not admitted for the purpose of proving what in fact are the duties and responsibilities of the employes identified on the position descriptions. Rather, the purpose is to show how the director has classified the group of duties and responsibilities identified on the position descriptions. Even if particular position descriptions are inaccurate in the sense of not accurately describing the duties and responsibilities of the position, this would not detract from whatever probative value that might attach to the bureau's classification analysis of what was set forth on the position description.

ORDER

The action of the director is affirmed and this appeal is dismissed.

Dated: April 11, 1978

STATE PERSONNEL BOARD

  
James R. Morgan, Chairperson