

material and documents for unit 101, Madison Office, providing clerical support services to her unit supervisor (unit 103), and providing miscellaneous clerical support duties for unit 103, all of which are more specifically described in Appellant's Exhibit 1, and made a part of this finding.

5. Reallocation of the position held by the appellant to Typist (PR 2-05) was based primarily upon the Typist Position Standards (Appellant's Ex. 9), developed during the clerical survey and approved by the State Personnel Board.

6. Positions in the Program Assistant 1 series may be identified by characteristics including accountability, know-how and problem solving. These positions are assigned duties where discretion and decision-making can not be standardized nor made the function of predetermined problems. (Appellant's Exhibit 10).

7. The appellant in performing the bulk of her duties is required to follow set, predetermined and accepted procedures. This job factor which is intrinsic, severely reduces any flexibility to make decisions, exercise discretion of impact upon programs and policy decisions.

8. The appellant's duties are better described by the Position Standards for a Typist (Appellant's Exhibit 9) than by the Position Standard for a Program Assistant I, (Appellant's Exhibit 10).

OPINION

The appellant contends that at the time of the statewide clerical survey which precipitated the reallocation of her position on August 26, 1980, from a Typist 3 (PR 2-05) to Typist (PR 2-05), she was functioning at the level of a Program Assistant 1. There appears to be no dispute over the kind of duties performed by the appellant during the period of the survey. However, the explicit testimony of a state classification analyst was that the appellant was correctly classified as a Typist. In addition, this examiner was not convinced by appellant's statement that she felt she performed the same duties as Kathleen Chase Keller, a Program Assistant 1. For it is clear from the testimony that Ms. Keller, unlike the appellant, had the responsibility of being the central office coordinator for the state's interstate compact function. This included the responsibilities of receiving all out of state inquiries and communications, routing them to the regional compact coordinators--which included appellant's supervisor--answering questions from other states dealing with the technical aspects of interstate compact procedures, and participating in the development, revising and shaping of the procedures of the interstate compact program. While the appellant may have been involved in similar duties at the regional office, her tasks were not of the same degree, depth or level as required by Ms. Chase in the central office.

CONCLUSIONS OF LAW

1. This Commission has jurisdiction of the matter at hand in accordance with s.230.44(1)(a), Stats. All steps required by law were taken by the appellant and the matter is properly before this Commission for final disposition.
2. The appellant has failed to meet the burden of proving that respondent's reallocation of the position held by her was not correct.
3. The respondent's reallocation of the position held by appellant from Typist 3 (PR 2-05) to Typist (PR 2-05) instead of a Program Assistant I was correct.

ORDER

The respondent's action is affirmed and this appeal is dismissed.

Dated Dec. 8, 1980

STATE PERSONNEL COMMISSION

PARTIES

Pauline Marty
818 W. Badger Rd.
Suite 200
Madison, WI 53713

Charles Grapentine
149 East Wilson St.
Madison, WI 53702

Charlotte M. Higbee
Charlotte M. Higbee
Chairperson

Donald R. Murphy
Donald R. Murphy
Commissioner

Gordon H. Brehm
Gordon H. Brehm
Commissioner

as of 8/79

POSITION DESCRIPTION

DER PERIS 10 (Rev. 1-78)
State of Wisconsin
Department of Employment Relations
DIVISION OF PERSONNEL



1. Position No 6931	2. Cert/Reclass Request No Updated	3. Agency 435
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4. NAME OF EMPLOYEE
Pauline Marty

5. DEPARTMENT, UNIT, WORK ADDRESS
Health & Social Services
Division of Corrections
Bureau of Community Corrections
818 W. Badger Rd.
Madison, WI

6. CLASSIFICATION TITLE OF POSITION
Typist

7. CLASS TITLE OPTION (To be Filled Out by Personnel Office)

8. NAME AND CLASS OF FORMER INCUMBENT

9. AGENCY WORKING TITLE OF POSITION
Secretary

10. NAME AND CLASS OF EMPLOYEES PERFORMING SIMILAR DUTY

11. NAME AND CLASS OF FIRST LINE SUPERVISOR
Cliff Reach, SSS-2

12. FROM APPROXIMATELY WHAT DATE HAS THE EMPLOYEE PERFORMED THE WORK DESCRIBED BELOW?

13. DOES THIS POSITION SUPERVISE SUBORDINATE EMPLOYEES IN PERMANENT POSITIONS? AND ATTACH A SUPERVISORY POSITION ANALYSIS FORM (DER PERIS B4) Yes No IF YES, COMPLETE

14. POSITION SUMMARY PLEASE DESCRIBE BELOW THE MAJOR GOALS OF THIS POSITION
Under the limited supervision of the Unit 103 Field Supervisor, provides clerical support services, maintains unit case classification ledger and responsible for overall office management. Provides information and direction to two clerical staff in Unit 103.

15. DESCRIBE THE GOALS AND WORKER ACTIVITIES OF THIS POSITION (Please see sample format and instructions on back of last page)

APPELLANTS

- GOALS: Describe the major achievements, outputs or results. List them in descending order of importance.
- WORKER ACTIVITIES: Under each goal, list the worker activities performed to meet that goal.
- TIME %: Include for goals and major worker activities.

(Continue on attached sheets)

EXHIBIT

TIME %	GOALS AND WORKER ACTIVITIES
15%	A. Provision of information technical assistance and direction to two clerical staff in Unit 103. A1. Provide information and technical assistance to Unit 103 clericals on case classification system, changes in office procedures, inter-state compact mail etc., and other actions affecting the Unit clerical operation. A2. Assure timely and complete submission of reports, documents, etc., from Unit area offices.
10%	B. Maintenance of Classification Ledger for Madison Area. B1. Maintain current information regarding new client delopation in the Madison area. B2. Continuously track due dates for every client in Unit and inform each agent reports due or overdue. B3. Produce a monthly running total of each agent's points.

16. SUPERVISORY SECTION - TO BE COMPLETED BY THE FIRST LINE SUPERVISOR OF THIS POSITION (See instructions on back of last page)

- a. The supervision, direction, and review given to the work of this position is: Full Limited General
- b. The statements and time estimates above and on attachments accurately describe the work assigned to the position. (Please initial and date attachments)

Signature of first line supervisor: *[Signature]* Date: *8/1/80*

17. EMPLOYEE SECTION - TO BE COMPLETED BY THE INCUMBENT OF THIS POSITION

I have read and understand that the statements and time estimates above and on attachments are a description of the functions assigned my position (Please initial and date attachments)

Signature of employee: *[Signature]* Date: *8-1-80*

18. Signature of Personnel Manager: *[Signature]* Date: *8-17-80*

IN 1960
COMMUNITY CORRECTIONS
BUREAU OF COMMUNITY CORRECTIONS
POSITION DESCRIPTION
Pauline Murty - Typist

1/11/80

- 84. Communicate new procedural requirements regarding classification system to clerical staff.
- 85. Total and distribute Madison area Unit 103, to include Jefferson and Juneau counties, monthly ledger summary.
- 25% C. Production of typed material and documents for Unit 101 Madison Office.
- C1. Transcribe the following materials for probation and parole agents: Admission Investigations, Chronological Histories, Violation Reports, Inter-Department correspondence, Letters, Apprehension Requests, Apprehension cancellations, Runoff Records, Request for Release and Distribution of Funds, Disbursement Orders, Pre-Parole Investigation, Sex Crimes Investigations, Pre-Sentence Investigations, Recommendation for Administrative Action, Travel Permits, Expense Sheets, Detention Requests, C-35's, Agreements with needed special conditions.
- C2. Provide current forms (C-501) related to Purchase of Services from Urban League, The House, Attie and other vendors for Unit 101 and 103.
- C3. Type Affirmative Action Reports, Revocation Hearing Packets and route legal packets to Defense Attorneys and the Public Defender.
- C4. Act as backup person for clerical staff in Unit 101, Jefferson and Juneau offices.

- 30% D. Provision of clerical support services to Madison area Compact Specialist.
- D1. Receive and route all correspondence relating to cases transferring in-state or out-state.
- D2. Record new assignment or procedure being used for specific transactions.
- D3. Type and route case materials.
 - a. Determine appropriate forms and gather information on transaction(s) being initiated.
 - b. Type the following forms relating to transaction: C-66, Acknowledgement of Transfer, C-54, Inter-State Transfer Request, C-75, Notice to Client Confirming Transfer and C-74.
 - c. Identify locations utilizing the inter-state compact directory and route materials to appropriate personnel.
 - d. Type Master File Card and submit appropriate forms for Central Records to record O.S. case number for client in Wisconsin.
- D4. Maintain separate filing system for out-of-state and in-state cases.
- D5. Provide assistance in developing, revising and implementing procedures in out-of-state areas in Unit 101; 102; and 103.

- 10% E. Performance of miscellaneous clerical support duties.
 - E1. File case materials and xerox various documents.
 - E2. Maintain index cards with appropriate information on all cases.
 - E3. Update caseload listing.
 - E4. Type and distribute master file cards of the original court orders and questionnaires.
 - E5. Attend courses and other training activities relevant to stated job responsibilities.
 - E6. Stamp, prepare and route mail.
 - E7. Respond to agents, new students and inquiries regarding office procedure and forms.
 - E8. Compile and distribute information required by Crime Information Bureau.
 - E9. Conduct annual inventory and interim changes.

- 10% F. Performance of receptionist duties.
 - F1. Greet and provide information to clients, general public, law enforcement officials and outside agency staff.
 - F2. Receive reports from clients in the absence of agents. — ?
 - F3. Schedule appointments for staff and clients.

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DEPARTMENT OF CORRECTIONS
Bureau of Community Corrections

POSITION

G. W. Kressin
H. S. Admin. I

C. Roach
SSS-2
Unit 103

Jameau, WI

Madison, WI
Madger Rd.

Jefferson, WI

Conner
SW 1

P. Marty
Typist

G. Thieller
Typist

Conner
SW 2

K. Carlson
SW 3

Vacant
Typist

Carlson
SW 3

M. Frahm
SW 3

J. Pope
SW 3

M. Gilmore
SW 2

C. Frelka
SW 3

R. Hehl
SW 1