

STATE OF WISCONSIN

PERSONNEL COMMISSION

\* \* \* \* \*  
ANNETTE PRANINSKAS,  
Appellant,  
v.  
Administrator, DIVISION OF  
PERSONNEL,  
Respondent.  
Case No. 79-PC-CS-653  
\* \* \* \* \*

DECISION  
AND  
ORDER

NATURE OF THE CASE

This is an appeal of the reallocation of appellant's position as result of a statewide survey of clerical positions conducted by the respondent. A hearing was conducted on the merits before a hearing examiner appointed by the Commission.

FINDINGS OF FACT

- 1) The appellant has been at all times relevant to this appeal, an employee with permanent status in class in the state classified service.
- 2) Effective August 26, 1979, appellant's position was reallocated from Typist 3 (Pay Range 2-05) to Typist (Pay Range 2-05). Ms. Praninskas timely appealed the reallocation.
- 3) The primary function of a position classified as Typist is to perform clerical and typing tasks; typing must be performed at least 25% of the time. (Respondent's Exhibit 4)
- 4) The nature of Typist duties may typically include receptionist functions, as well as record-keeping, and some record-posting, along with accounting functions.

5) The primary function of a Program Assistant 1 is to provide program support. The program support activities may be of a clerical nature, but involve problem-solving and independent decision-making and control over program elements. (Respondent's Exhibit 5)

6) The nature of Program Assistant 1 duties may typically include work for which an employe has authority to make final decisions, such as developing office procedures, report writing, setting up and maintaining budget records, and purchasing of supplies.

7) Both Typist and Program Assistant 1 positions function under general supervision and at full performance level perform work of moderate difficulty.

8) Appellant's duties in August 1979, included typing, along with distribution of mail, filing, time-keeping, up-dates of various manuals, ordering supplies, and receptionist duties, all of which are within the typist classification. (Appellant's Exhibit 1)

9) Approximately 15% of appellant's duties involve answering the public's questions on technical matters concerning licensing and hunting regulations. Such questions are answered either by referring to regulations, or through discussion with the professional, supervisory, or administrative field office staff.

10) The classification of Typist most accurately describes the primary function and most of the duties of appellant's position.

CONCLUSIONS OF LAW

- 1) Appellant has the burden to show by the greater weight of credible evidence that the decision of the administrator was incorrect.
- 2) Appellant has not met that burden of proof.
- 3) The decision of the administrator to reallocate the appellant's position to Typist was correct.

OPINION

Almost all of appellant's duties fall squarely in the Typist classification description. Ms. Praninskas does perform some duties which could perhaps be classified at a higher level, but these duties do not constitute the primary focus of her position. The determining differences between classifications are the levels of complexity, independence, and accountability in program-related tasks. Appellant has not shown that her position functions at the higher level.

ORDER

The decision of the administrator is affirmed, and this appeal is dismissed.

Dated: April 23, 1981

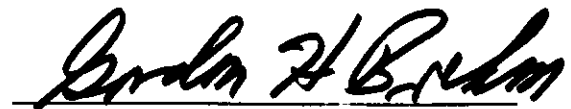
STATE PERSONNEL COMMISSION

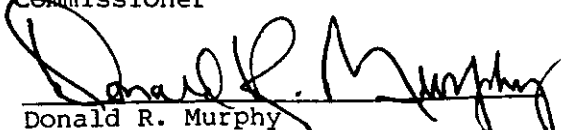
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Parties

Mr. Charles Grapentine  
Administrator, DP  
149 East Wilson Street  
Madison, WI 53702

Ms. Annette Praninskas  
25 Mill Street  
Oshkosh, WI 54901

  
Gordon H. Brehm  
Commissioner

  
Donald R. Murphy  
Commissioner