

STATE OF WISCONSIN

PERSONNEL COMMISSION

 JANET BURKHALTER,
 Appellant,
 v.
 Administrator, DIVISION
 OF PERSONNEL,
 Respondent.
 Case No. 80-389-PC

DECISION AND ORDER

NATURE OF THE CASE

This is an appeal pursuant to s.230.44(1)(a), stats., of a denial of a reclassification request.

FINDINGS OF FACT

1. At all relevant times until she left the position in November, 1980, appellant was employed in the classified civil service in a position at the Educational Communications Board, with the following duties and responsibilities, (see Appellant's Exhibit 4) performed under limited supervision:

- 40% A. Provision of typing and secretarial support for the Division of Programming/Operations.
 - A1. Prepares radio programming schedules from grids supplied by Radio Network Program Director.
 - A2. Answers routine radio programming questions.
 - A3. Provides back-up typing for the Director of Programming/Operations and typing and clerical support for the Director of Radio Network Programming and Program/Production Coordinator.
- 10% B. Receipt and processing of subscription checks.
 - B1. Receives and verifies checks for TV Guide subscriptions.
 - B2. Batches checks according to identified categories.
 - B3. Calculates daily totals and submits checks for processing.
- 20% C. Serves as the primary receptionist for the ECB.
 - C1. Backs up all central office telephone numbers.
 - C2. Takes messages and routes calls to appropriate personnel.

- C3. Greets visitors and directs them to the appropriate personnel.
 - C4. Maintains office meeting schedules and reserves conference rooms.
 - C5. May assist Executive Director secretary with preparing, typing and distributing Board and Committee minutes and reports.
- 30% D. Provision of general secretarial functions for Administrative Services Division
- D1. Sorts and distributes incoming mail, interdepartmental and UPS.
 - D2. Operates mail machine and maintains records for daily outgoing U.S. mail.
 - D3. Types confidential budget, personnel and Board policy materials.
 - D4. Types a variety of correspondence, reports, etc. for the Division of Administrative Services.
 - D5. Maintains Petty Cash, including determination of whether requested expenditures (to \$10 maximum) were appropriately handled through petty cash as opposed to central stores.
 - D6. Schedules Pool Vehicles.
 - D7. Maintains office keys and assures office is secured when leaving for the day.
 - D8. Maintains office library and magazine rack.
 - D9. Types, transcribes and performs clerical duties for other units as required.
 - D10. Performs related duties as required.

2. The position standard for the Typist classification (Respondent's Exhibit 4) contains the following under "Inclusions" and "class description" respectively:

"This series encompasses positions which perform typing duties and a combination of office clerical activities requiring typing proficiency and, when required, stenographic skills. Positions in this series may also be responsible for lower level programmatic activities of the type that would be found in a small office or organizational unit."

"This is full performance level clerical work of moderate difficulty in completing a variety of assigned clerical and typing tasks. Positions allocated to this class perform typing duties requiring typing proficiency at least 25% of the time. Typing projects require independent consideration of format, grammar, spelling, and use of

unique or specialized terminology. Positions performing stenographic duties are also identified at this level. Work is performed under general supervision."

3. The position standard for Program Assistant (Respondent's Exhibit 5) contains the following under "Inclusions" and the class description for Program Assistant 1, respectively:

"This series encompasses both generalized and specialized staff assistance in a wide range and combination of activities. Positions in this classification series are characterized by their involvement in and accountability for carrying out significant and recognizable segments of program functions or organizational activities. Positions are assigned related staff functions and complete phases of whole activities where discretion and decision making can not be standardized. Positions typically function in the capacity of a coordinator for an event or activity that lends significantly to the program involved. Positions normally assist a program head, supervisor or other official who is ultimately responsible for the entire program area involved.

"This is work of moderate difficulty providing program support assistance to supervisory, professional or administrative staff. Positions allocated to this level serve as the principal support staff within a specific defined program or a significant segment of a program. Positions at this level are distinguished from the Clerical Assistant 2 level by their identified accountability for the implementation and consequences of program activities over which they have decision-making control. Therefore, although the actual tasks performed at this level may in many respects be similar to those performed at the Clerical Assistant 2 level, the greater variety, scope and complexity of the problem-solving, the greater independence of action, and the greater degree of personal or procedural control over the program activities differentiates the Program Assistant functions. The degree of programmatic accountability and involvement is measured on the basis of the size and scope of the area impacted by the decision and the consequence of error in making such decisions, which increases with each successive level in the Program Assistant series. Work is performed under general supervision."

4. A Typist-Confidential position at the Personnel/Payroll Department, UW-System Administration, includes the following duties in addition to typing and filing: referring inquiries to the proper departments within the

UW-System, making travel arrangements and appointments for staff, initiating calls to request necessary information upon request by staff members, correcting and balancing the Edit/Maintenance Report of honorarium requests from data processing, assisting payroll with reconciling and balancing reports when needed, and making requests and maintaining a file for Length of Service certificates from UW-System and the Governor's office. See respondent's Exhibit 6.

5. The position standard for Typist describes the appellant's position better than the position standard for Program Assistant 1.

CONCLUSIONS OF LAW

1. This appeal is properly before the Commission pursuant to s.230.44(1)(a), stats.
2. The appellant has the burden of proving that the respondent's denial of the request for reclassification of her position was incorrect.
3. The appellant has not satisfied her burden of proof.
4. The respondent's denial of the request for reclassification of appellant's position was not incorrect.

OPINION

The typist series may involve some programmatic activities, as noted in the position standard under "inclusions":

"Positions in this series may also be responsible for lower level programmatic activities of the type that would be found in a small office or organizational unit." (Respondent's Exhibit 4.)

Therefore, the distinction between the Typist and Program Assistant series is to some extent a matter of degree, as indicated in the Program Assistant 1 class description:

"... although the actual tasks performed at this level may in many respects be similar to those performed at the Clerical Assistant 2 (or Typist) level, the greater variety, scope and complexity of the problem-solving, the greater independence of action, and the greater degree of personal or procedural control over the program activities differentiates the Program Assistant functions. The degree of programmatic accountability and involvement is measured on the basis of the size and scope of the area impacted by the decision and the consequence of error in making such decisions ..."

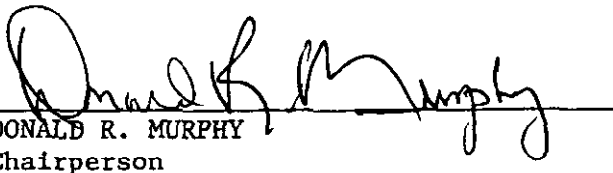
In terms of level of decision making, in the opinion of the Commission, the appellant's position is better identified at the Typist level. Decisions on such matters as library maintenance, conference room and pool car scheduling, use of building keys, and the referral of calls to appropriate staff, to the extent they are programmatic, may be categorized as "lower level programmatic activities of the type that would be found in a small office or organizational unit." These activities are comparable to those of the Typist position described in finding #4 and Respondent's Exhibit 6.

ORDER

The respondent's action denying reclassification of this position is affirmed and this appeal is dismissed.

Dated: Nov. 19, 1981

STATE PERSONNEL COMMISSION


DONALD R. MURPHY
Chairperson

AJT:ers

Parties

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