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 NANCY CURTIS, *
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 Appellant, *
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 v. *
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 Administrator, DIVISION OF *
 PERSONNEL, *
 *
 Respondent. *
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 Case No. 81-192-PC *
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DECISION
 AND
 ORDER

This matter is before the Commission as an appeal from respondent's decision to reallocate the appellant's position. The issue noticed for hearing reads as follows:

Whether or not the decision of the administrator to reallocate appellant's position from Library Services Assistant 1 to Program Assistant 3 was correct? If not, should appellant's position be classified Library Services Assistant 5 or Program Assistant 4.

FINDINGS OF FACT

1. At all times relevant to this proceeding, appellant was employed at the library of the University of Wisconsin-Platteville (the Elton S. Karrmann Library).
2. Early in 1981 and as a result of a statewide survey of library positions, the appellant's position was reallocated from the classification of Library Services Assistant 1 (LSA 1) to Program Assistant 3 (PA 3).
3. Prior to the time of the survey, the position standards for the LSA classification series had been changed. Formerly, the LSA 1 and 2 standards were defined with sufficient breadth so as to include some of a library's administrative support positions.
4. The current class descriptions for the LSA 5, PA 3 and PA 4 classifications provide:

Library Services Assistant 5

This is advanced paraprofessional support work in a library. Positions allocated to this level either report directly to the assistant to the administrative head of a comprehensive library or function as the assistant to the administrative head of a comprehensive library or learning resources center, responsible for effectively developing, implementing, and interpreting library policies and procedures. Positions function independently and have a wide latitude for decision making. Work performed at this level is distinguished from lower levels in terms of the scope, reporting relationship, variety and degree of program involvement. Work is performed under general supervision received from administrative level personnel.

PROGRAM ASSISTANT 3

This is paraprofessional work of moderate difficulty providing a wide variety of program support assistance to supervisory, professional or administrative staff. Positions are delegated authority to exercise judgment and decision making along program lines that are governed by a variety of complex rules and regulations. Independence of action and impact across program lines is significant at this level. Positions at this level devote more time to administration and coordination of program activities than to the actual performance of clerical tasks. Work is performed under general supervision.

PROGRAM ASSISTANT 4

This is paraprofessional staff support work of considerable difficulty as an assistant to the head of a major program function or organization activity. Positions allocated to this class are coordinative and administrative in nature. Positions typically exercise a significant degree of independence and latitude for decision making and may also function as leadworkers. Positions at this level are differentiated from lower-level Program Assistants on the basis of the size and scope of the program involved, the independence of action, degree of involvement and impact of decisions and judgment required by the position. Work is performed under direction.

5. With one general exception, appellant's position description of June 23, 1980 accurately described the objectives and respective time allocation for her position. The exception is that some of the clerical duties noted in the position were sometimes delegated by the appellant to a student worker. A copy of the position description is attached hereto and incorporated by reference as if fully set forth as a part of this finding.

6. The LSA position standard defines the LSA series to include:

"positions that perform library support services ... which require a degree of knowledge or expertise in library skills, rules and procedures. ... A majority of these position's time is spent in performing either a specialized phase of library work or performing a variety of library tasks."

The LSA series specifically excludes positions

"which are more appropriately identified by other class series such as ... Program Assistant ... and/or other series which do not require knowledge or expertise in library practices or procedures."

7. Appellant's position requires a general understanding of how a library functions rather than "knowledge or expertise in library practices or procedures."

8. There are only a few LSA 5 positions statewide, and all are located in the UW libraries in Madison and Milwaukee. For purposes of comparison, the position description of an LSA 5 position summarizes the position as follows:

"Assist the Department Head in the administration of certain procedures; supervise the activities in the OCLC terminal room proper: input typing, copy cataloging, student searching; periodically proofread input from Library Associates and the original Catalogers; check for typographical and/or tagging errors; train all terminal users in searching and inputting; catalog 050 and 090 material."

9. The scope of the appellant's position is limited to the Karrmann Library. Appellant's position does not have a campus or statewide impact.

10. For purposes of comparison, the position summary for a PA 4 - Confidential position on the Platteville campus reads as follows:

"This position is responsible for managing the university facilities inventory program, pre-auditing and processing university travel vouchers, and serving as administrative assistant to the Assistant Chancellor for Business Affairs and to the Director of Campus Planning."

11. Appellant's position is better described by the class description for Program Assistant 3 than for either Program Assistant 4 or Library Services Assistant 5.

CONCLUSIONS OF LAW

1. This matter is appropriately before the Commission pursuant to s.230.44(1)(a), Wis. Stats.

2. The appellant has the burden of proving that the respondent's decision to reallocate the appellant's position from LSA 1 to PA 3 was incorrect and that instead, her position should have been classified as PA 4 or LSA 5.

3. The appellant has failed to meet that burden of proof.

4. The respondent's decision to reallocate the appellant's position was correct.

OPINION

An analysis of the appellant's position description and the numerous work examples submitted by the appellant indicates that her position requires no specific knowledge of classification, reference, cataloging or other aspects of library science. While there was testimony that various duties performed by the appellant required a general knowledge of library operation, the appellant's only duty that clearly fell within the LSA series was her role answering reference questions in the absence of the reference librarians. (See attached position description, activity E.7.) This duty takes up substantially less than 5% of appellant's total time. Therefore, it is clear that the appellant's position is not properly classified in the LSA series.

With regard to the PA classification series, it appears that some of the appellant's responsibilities fall within the work examples for the PA 4 level. Specifically, the appellant collects and compiles library statistics and records and does some work on federal grant applications. However, the majority of the appellant's duties do not fall within the PA 4 work examples but are included among the various work examples of the PA 1 through PA 3 levels. In addition,

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the scope of the appellant's responsibilities are not commensurate with a PA 4 classification. The evidence presented at the hearing showed that positions at the PA 4 level generally have campus-wide responsibilities. The scope of the appellant's position is limited to the library itself.

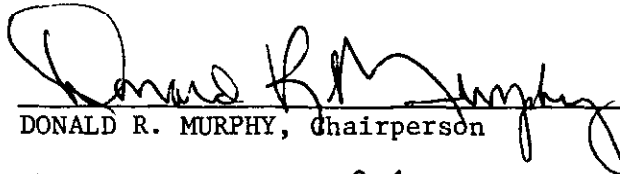
An analysis of the position description, job duties, class specifications and comparable positions indicate that the appellant's position was properly reallocated to PA 3 level.

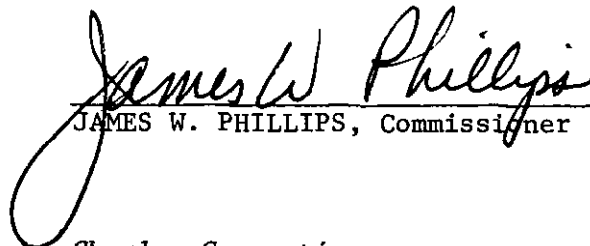
ORDER

The respondent's reallocation is affirmed and appellant's appeal is dismissed.

Dated: April 15, 1982 STATE PERSONNEL COMMISSION

KMS:ers


DONALD R. MURPHY, Chairperson


JAMES W. PHILLIPS, Commissioner

Parties

Nancy Curtis
UW-Platteville
Karrmann Library
Platteville, WI 53818

Charles Grapentine
Division of Personnel
149 E. Wilson St.
Madison, WI 53702

POSITION DESCRIPTION

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

1 Position No 00595	2 Cert/Reclass Request No	3 Agency No 500
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4. NAME OF EMPLOYEE Nancy A. Curtis	5 DEPARTMENT, UNIT, WORK ADDRESS University of Wisconsin System University of Wisconsin-Platteville Platteville, WI 53818 RECEIVED
6 CLASSIFICATION TITLE OF POSITION Library Services Assistant I	8 NAME AND CLASS OF FORMER INCUMBENT MAR -5 1982
7. CLASS TITLE OPTION (To be Filled Out By Personnel Office)	10 NAME AND CLASS OF EMPLOYEES PERFORMING SIMILAR DUTIES Secretary
9. AGENCY WORKING TITLE OF POSITION Secretary to the Director of the Library	12 FROM APPROXIMATELY WHAT DATE HAS THE EMPLOYEE PERFORMED THE WORK DESCRIBED BELOW? Secretary--1956; Student Personnel--1967; Budget--1979
11 NAME AND CLASS OF FIRST LINE SUPERVISOR Jerome P. Daniels, Director of the Library	13 DOES THIS POSITION SUPERVISE SUBORDINATE EMPLOYEES IN PERMANENT POSITIONS? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> IF YES, COMPLETE AND ATTACH A SUPERVISORY POSITION ANALYSIS FORM (DER-PERS-84)

14 POSITION SUMMARY PLEASE DESCRIBE BELOW THE MAJOR GOALS OF THIS POSITION The basic functions of this position are: Secretary to the Director of the University Library; coordination and supervision of the operations of the Library Administrative Office; working with the Assistant Director in library budget preparation, expenditure control and fiscal analysis; administration of the entire library student assistant program, initial hiring activities, budget preparation, and financial accounting; timekeeper for recording and reporting all absences of full-time personnel; and maintaining library personnel files for all employees.

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

-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

TIME %	GOALS AND WORKER ACTIVITIES	(Continue on attached sheets)
40%	Goal A: Secretary to the Director of the Library. Coordination of and Participation in the Day to Day Administrative Functions Relating to Library Operations.	
	A.1. Discuss problems and questions concerning library policies and procedures with faculty, students, and other library patrons, and refer them to staff members when appropriate.	
	A.2. Confer with staff members in interpreting library policy and advise when necessary.	

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 [] close 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: Jerome P. Daniels Date: June 23, 1980

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: Nancy A. Curtis Date: June 23, 1980

Signature of former incumbent: Jerome P. Daniels Date: 6-24-80

Nancy A. Curtis
6-26-80

- A.3 Provide information and assistance to the Director, Assistant Director, and the library staff in establishing, adopting, and changing library procedures and policies.
- A.4 Schedule meetings and appointments for the Director, and for other staff members as requested.
- A.5 Supervise operations of the Library Administrative Office, including coordinating the work of clerical employees and student assistants as appropriate. Determine, revise and type the operating procedures of the Administrative Office.
- A.6 Type correspondence for the Director and Assistant Director as well as compose and type original correspondence.
- A.7 Open, sort and distribute daily mail for Administrative Office personnel. Answer mail requiring an immediate answer in Director's absence.
- A.8 Collect and compile all library statistics and annual library departmental reports, and assemble and organize these statistics and reports in a manner suitable for efficient and accurate dissemination to state and national agencies.
- A.9 Provide information and assistance in compiling, preparing, and typing questionnaires, grant applications, accreditation reports and other reports received from the local administration, Central Administration, federal and state government agencies (such as the U. S. Office of Education, Division for Library Services), professional agencies (American Library Association), and other sources; and coordinate these reports with all library departments, university departments and administrative units as necessary.
- A.10 Record and transcribe minutes of Librarians and Library Staff meetings.
- A.11 Provide information and assistance, and type procedures and reports for Rank, Salary and Tenure purposes.
- A.12 Transcribe information from dictating equipment.

10% Goal B: Work with the Assistant Director in Library Budget Preparation, Expenditure Control and Fiscal Analysis

- B.1 Provide assistance in compiling and typing budget allocations for the various library accounts.
- B.2 Forward budget allocations to the Business Office and monitor the allocation changes on the Business Office ledgers.
- B.3 Provide assistance in monitoring current estimated library expenditures on a monthly basis.
- B.4 Type financial reports and distribute to appropriate staff members.

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- B.5 Compile annual library expenditures for various categories, including carry over orders and advanced spending for each library account.
- B.6 Convert library expenditures to federal fiscal year (October-September) rather than state fiscal year (July-June) for federal grant applications.

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Goal C: Library Student Personnel Coordinator--Coordination of the entire Library and Operational Equipment Services student assistant program (80-100 students during the regular session and approximately 45 during the summer session).

- C.1 Type announcements for student assistant positions in the Library and OES and forward this information to the Student Employment Office.
- C.2 Interview student assistant applicants and schedule interview between applicant and departmental supervisor. Consult with departmental supervisors and upon supervisor's recommendations hire all library and OES student employees.
- C.3 Coordinate hiring procedures with the Student Employment Office, Financial Aids Office, and the University Payroll Office.
- C.4 Determine the earning potential for each student employed, submit this information to the Financial Aids Office, keep a record of earnings for each student, and inform student and departmental supervisor of student's earning capacity.
- C.5 Work with the Assistant Director in analyzing and determining student assistant needs of the various library departments.
- C.6 Consult with departmental supervisors in allocating departmental hours to each department for each semester, continually monitor departmental hours, and send a usage report to each departmental supervisor bi-weekly.
- C.7 Work with the Assistant Director in coordinating, training, and supervising the Library Student Supervisors in work responsibilities and safety and emergency procedures. (Student Supervisors are student assistants who are in charge of the library during low use periods).
- C.8 Keep a separate record of the budget for Regular and Work Study payrolls, determine how many students may be employed, and monitor the expenditures.
- C.9 Consider and study minimum wage increases and the effect of wages on the library services, and prepare studies recommending the most efficient use of reduced student hours.
- C.10 Prepare annual and biennial student budget estimates; and prepare estimates of expenditures periodically for internal use and as requested by the Personnel Office.

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- C.11 Supervise the typing of student time cards, the processing of student payroll, the compiling and typing of bi-weekly, semester and yearly reports of student departmental hours and distribute necessary reports to departmental supervisors.
- C.12 Keep a permanent record on each student of hours worked, dates worked, earnings and any other pertinent information which is required by law.
- C.13 Prepare, revise, type and insert updated information in the Library Student Assistant Handbook and distribute a copy to each student.
- C.14 Continually revise and update the student employees procedures manual.

5% Goal D: Personnel Records--Maintenance of all library personnel records

- D.1 Discuss the Library Classified Personnel Manual with all new employees and inform them of appropriate benefits, such as: sick leave, vacation, floating holidays, payroll distribution, and other necessary library information.
- D.2 Discuss classified personnel policies, procedures and questions with departmental supervisors and employees.
- D.3 As the appointed library timekeeper, record and report vacations, illnesses, leaves of absence, and other absences of all classified and limited term employees, and professional staff members (approximately 30 staff members); record attendance and absences on classified bi-weekly time reports, sign and forward these reports to the University Personnel Office.
- D.4 Inform staff periodically of sick leave and vacation status.
- D.5 Confer with the Personnel Office concerning changes in personnel policies and procedures.
- D.6 Coordinate requests and hiring procedures for CETA, CAP and similar LTE positions and confer with library staff concerning departmental needs.
- D.7 Schedule interviews of CETA, CAP and other LTE applicants with appropriate library staff members.
- D.8 Confer with University Personnel Office and other appropriate agencies, such as CESA #14, Wisconsin State Historical Society and Southwest Wisconsin Community Action Program, concerning regulations, forms, and benefits for CETA, CAP and other LTE employees.
- D.9 Inform appropriate agencies of decision to hire or not to hire CETA, CAP, or other LTE applicants.

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- D.10 Keep a record of attendance and absences of CETA, CAP and LTE personnel and other necessary records as required by the appropriate agency.
- D.11 Keep an unofficial personnel file for each employee containing application forms, absence requests, evaluation forms, resignation letters, and any other appropriate information.

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Goal E: Miscellaneous Duties

- E.1 Assign, keep records and issue keys for faculty and graduate study rooms. Inform assignees of the policies regarding the use of the studies.
- E.2 Keep a complete inventory of all library keys (building, furniture and equipment, approximately 1200 keys). Issue and keep records of keys assigned to staff members.
- E.3 Provide information and assistance with the writing, editing, updating, and typing of the Library Classified Personnel Manual and the Library Safety and Emergency Manual.
- E.4 Serve as the coordinator of the Library Personnel Records and Safety Support Unit in case of an emergency or disaster situation--follow safety and emergency procedures for notifying and evacuating patrons and staff to lower level of library (shelter area) and for registering, if necessary, all persons in the shelter area.
- E.5 Inform Circulation/Reserved Books Desk personnel of procedures to be followed in emergency situations.
- E.6 Instruct Library Administrative Office personnel, new librarians, and student supervisors on the operations of the Public Address System and the radio, which are used for emergency purposes only.
- E.7 Answer reference questions, instruct patrons on how to use audio visual and microfilm equipment, and charge books and materials to patrons during vacation and interim session periods as required.
- E.8 Unlock the library and make building ready for service when necessary. Lock doors of building, check emergency exits, turn lights out, and see that all patrons and staff members are out of building at closing time during vacation and interim periods.
- E.9 Consult with the Building Maintenance Supervisor concerning maintenance of library facilities.
- E.10 Assist and cooperate in other library departments as needed.

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