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 HAROLD SCHLITZ,
 Appellant,
 v.
 Administrator, DIVISION OF
 PERSONNEL;
 Respondent.
 Case No. 81-265-PC
 * * * * *

/
 DECISION
 AND
 ORDER

NATURE OF THE CASE

This is an appeal, pursuant to s.230.44(1)(a), Wis. Stats., of the denial by respondent of appellant's request for reclassification of his position from Account Specialist 4-Supervisor to Educational Services Assistant 3-Supervisor and of respondent's reallocation of appellant's position from Account Specialist 4-Supervisor to Administrative Assistant 4-Supervisor.

FINDINGS OF FACT

1. At all times relevant to this matter, the appellant has been employed in the classified civil service by the University of Wisconsin-Milwaukee in a position classified as Account Specialist 4.
2. On May 15, 1981, respondent denied a request for the reclassification of appellant's position from Account Specialist 4-Supervisor (PR1-13) to Educational Services Assistant 3-Supervisor (PR1-14) and reallocated appellant's position to Administrative Assistant 4-Supervisor (PR1-13). On June 12, 1981, appellant filed a timely appeal of such denial and reallocation with the Personnel Commission.
3. The duties and responsibilities of appellant's position are as set forth in Appellant's Exhibit 6, the position description signed by appellant on May 12, 1980. In summary, these duties and responsibilities include:

- A. Manage student loan funds. Supervision of the issuance, billing, collection, accounting, and record maintenance for all institutional and federal student loan funds. (45%)
 - B. Delinquent account collection. (30%)
 - C. Deferred fee-tuition program. Supervise the deferred fee-tuition program each semester. Make the program available to all students at UWM. Follow-up on the unpaid accounts. (15%)
 - D. Administer library fine receivables. Supervision of the maintenance of the library fine receivable billing and related collection effort. (10%)
4. The definition section of the class description for an Account Specialist 4 is as follows:

This is highly responsible accounting and record keeping work guiding the activities of subordinates involved with ledger maintenance, budget control, receipts and disbursements, grant administration, and related fiscal services within a state agency. Employees in this class may guide the fiscal services for a small state university campus having a controller, or for a segment of a large functional program area within the largest agencies, such as the unit heads in the central gifts and grants area at the University of Wisconsin. Positions identified at this level are differentiated from those in the Account Specialist 3 classification in that they are specifically identified as unit or section leaders within a large accounting operation, and have significant leadwork responsibilities. In addition, positions at this level play an active role in developing internal procedures and offer effective recommendations affecting the fiscal services function of the agency, and often are presented with situations in which the size, scope, complexity, and specialization present unusual and difficult record keeping and office procedure problems.

5. The position standard for an Educational Services Assistant 3 provides in pertinent part that:

Positions allocated to this class are found in centralized business offices of educational facilities or serve as principal assistants to unit managers or directors. They may serve as either line or staff assistants in large and complex campus operations. Employees in this class are responsible for developing operating procedures and making recommendations on policies for review by higher level administrators. After approval, it is their responsibility to implement the plans and recommendations.

Examples of Work Performed

May serve as assistant directors of large university operated book stores.

Assists the directors of student unions in areas of business management.

Develops legislative proposals and evaluates proposed legislation for administrators.

Conducts university-wide studies involving planning, reorganization of functions, etc.

Performs related work as required.

6. The definition section of the class description for an Administrative Assistant 4 is as follows:

This is line supervisory and/or staff assistance work in a state agency or segment of a large state agency. Employees in this class have supervisory responsibilities over a large, moderately complex records processing and maintenance unit involving a variety of functions and having large clerical staffs with a number of subordinate levels of supervision, and/or supervise and perform staff services in records, accounting, personnel, budgeting or purchasing. Employees are responsible for interpretations of laws, rules and departmental policies in carrying out their assigned functions. Work is performed with a minimum of supervision which is received through staff conferences or general written or oral instructions. Employees are expected to carry out assigned functions with a considerable amount of initiative and independence with the results of their work reviewed through oral or written reports and personal conferences.

7. Appellant's position does not primarily involve the performance of a full range of highly responsible accounting and fiscal record keeping work as required for classification as an Account Specialist 4.

8. A comparison of the duties and responsibilities of appellant's position with the class specifications for an Educational Services Assistant 3 (ESA 3) and with the duties and responsibilities of positions classified at the ESA 3 level indicates that appellant's position does not carry out a broad range of business management-related duties for a large and complex campus operation as required for classification as an ESA 3.

9. Appellant's position supervises and performs staff services in the record and accounting area requiring the interpretation of laws, rules, agency policies

and functioning on a relatively independent basis as required for classification as an Administrative Assistant 4.

10. Appellant's position is more accurately described by class specifications for an Administrative Assistant 4 than class specifications for an Account Specialist 4 or an Educational Services Assistant 3.

CONCLUSIONS OF LAW

1. This matter is appropriately before the Commission pursuant to s.230.44 (1)(b), Wisconsin Statutes.

2. The appellant has the burden of proving that respondent's decision denying the reclassification of appellant's position from Account Specialist 4 to Educational Services Assistant 3 and reallocating appellant's position to Administrative Assistant 4 was incorrect.

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

4. Respondent's decision denying appellant's reclassification and reallocating appellant's position was correct.

OPINION

The proper classification of a position involves a weighing of the class specifications and the actual work performed to determine which classification best fits the position. In appeals of reclassification denials, it is frequently the case that the duties and responsibilities of the subject position overlap in some respects both of the class specifications in question. The position is not entitled to reclassification because some aspects of the work involved fall within the higher class, Kailin v. Weaver and Wettengel, 73-124-PD (11/28/75), particularly if those aspects constitute less than a majority of the total duties and responsibilities of the position.

The issue governing this appeal limits the classifications to be considered in the best-fit analysis of appellant's position to Account Specialist 4 (AS 4), Educational Services Assistant 3 (ESA 3), and Administrative Assistant 4 (AA 4).

The applicable class specifications require that, for classification as an AS 4, the majority of the duties and responsibilities of a position must be of a fiscal nature, i.e., accounting or fiscal record keeping work. A review of the record, including the appellant's position description, indicates that a majority of appellant's duties and responsibilities do not involve accounting or the type of fiscal record keeping contemplated by the AS 4 class specifications. The majority of the duties and responsibilities of appellant's position are administrative or management duties and responsibilities related to the issuance and collection of student loans, the management of the deferred fee-tuition program, and the collection of delinquent deferred fee-tuition contracts and library fines. The class description definition and examples of work performed sections also indicate that a full range of accounting and bookkeeping duties is required for classification as an AS 4. The range of the fiscal duties and responsibilities of appellant's position, however, is very narrow, i.e., is limited to the accounts receivable area. As a result, the duties and responsibilities of appellant's position do not fit well within the classification standards for an AS 4.

A review of appropriate class specifications and position descriptions indicates that positions at the ESA 3 level generally carry out a broad range of business management functions for a large and complex campus operation. Specifically, the ESA 3 positions offered for comparison purposes generally carry out broad ranges of business management functions including personnel, budgeting, purchasing, liaison, record-keeping, reporting, inventory control,

contract administration, financial management, and office management for large and complex campus operations. Not only is the range of the duties and responsibilities of appellant's position much narrower but the accounts receivable operation which appellant manages is not a large and complex campus operation. Specifically, the accounts receivable office is relatively small (only 7 FTE's and no subordinate levels of supervision) and too limited in variety, scope, and intricacy of functions to be regarded as complex. (Limited to management of accounts receivable aspects of deferred fee tuition, library fine, and certain student loan programs, including collection.) Appellant's position, therefore, does not satisfy the requirements for classification as an ESA 3.

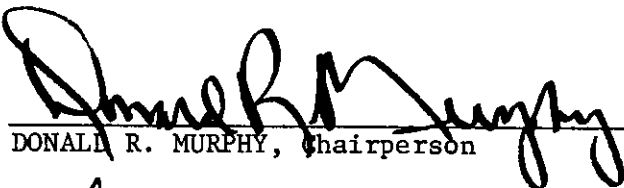
Appellant's position supervises and performs staff services in records and accounting, is responsible for interpretation of laws, rules and department policies, works with a minimum of supervision, and carries out assigned functions with a considerable amount of initiative and independence within the meaning of the AA 4 class specifications. As discussed above in the analysis of the AS 4 class specifications, the administrative and management duties relating to the Accounts Receivable Office's functions comprise a majority of the duties and responsibilities of appellant's position as opposed to the fiscal duties. This predominance of administrative and management duties would render the classification of appellant's position as an AA 4 consistent with both the language and the intent of the Administrative Assistant series.

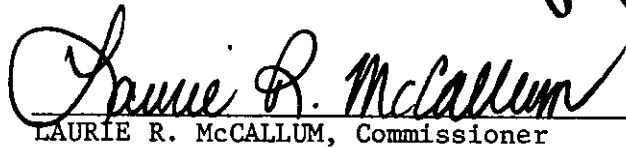
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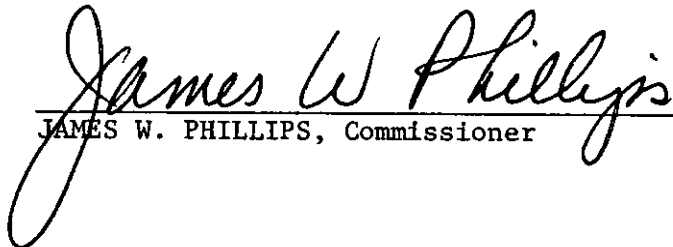
The decision of the respondent to deny appellant's reclassification request and to reallocate appellant's position is affirmed and appellant's action is dismissed.

Dated: September 14, 1982

STATE PERSONNEL COMMISSION


DONALD R. MURPHY, Chairperson


LAURIE R. McCALLUM, Commissioner


JAMES W. PHILLIPS, Commissioner

LRM:ers

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