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 LAMAR CROCKER, *
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 Appellant, *
 *
 v. *
 *
 Secretary, DEPARTMENT OF *
 TRANSPORTATION, *
 *
 Respondent. *
 *
 Case No. 81-28-PC *
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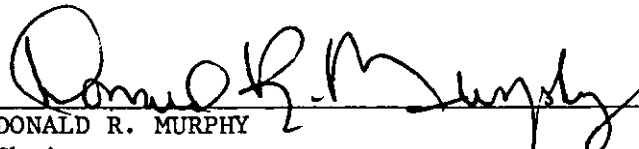
ORDER

The Commission adopts the Proposed Decision and Order in this matter with the following modification: in Finding of Fact number 4, the class definition of the Program Assistant 4 classification is removed and the Program Assistant 3 definition inserted:

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.

Dated: Dec 18, 1981 STATE PERSONNEL COMMISSION


 DONALD R. MURPHY
 Chairperson

KMS:ers

Parties

LaMar Crocker
 Rt. 3, 4373 Alma
 Madison, WI 53711

Owen Ayres
 P.O. Box 7910
 Madison, WI 53707

STATE OF WISCONSIN

PERSONNEL COMMISSION

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PROPOSED
 DECISION
 AND
 ORDER

NATURE OF THE CASE

This matter is an appeal from the decision of the Administrator of the Division of Personnel denying the appellant's request for reclassification. Appellant seeks reclassification from Storekeeper 2 to Program Assistant 3.

FINDINGS OF FACT

1. Appellant began his employment with the state in 1961. In 1974 his position was reclassified from Storekeeper 1 to Storekeeper 2.

2. At all times relevant to this appeal, the appellant has worked in the Plate Issuance Unit of the Receiving and Issuance Section, Department of Transportation.

3. The most recent Position Description (PD) in the appellant's position was prepared in July of 1979 and is not a totally accurate reflection of the appellant's duties and responsibilities as of January, 1981. The 1979 PD fails to account for appellant's participation in the mailing of personalized license plates or in duties resulting from

the expanded use of the 22 "one-stop" centers for issuing license plates. A copy of a revised PD that is relatively accurate as of January, 1981 is attached hereto and incorporated by reference as if fully set forth as a part of this finding, with the exception that all references to time percentages in the PD are treated as having been prorated so that they total 100%.

4. The class definitions for Storekeeper 2 and Program Assistant 3 provide:

Storekeeper 2

This is responsible lead work directing the operations of a large state institutional or departmental stores or warehouse. Under general supervision employees in this class are responsible for the complete store operation including estimating, requisitioning, receiving, storing, issuing and maintaining inventory records and may also do a limited amount of local purchasing. Positions allocated to this level differ from those allocated to the lower storekeeper level in that they involve a more complex stores operation as characterized by the volume of turnover, nature and variety of items as well as the lead worker role and duties performed by the storekeeper. The work is performed with considerable latitude in the operation of the stores unit. Work is subject to review by administrative superiors for conformance to rules and regulations governing the requisitioning, purchasing, issuing or shipping of supplies and materials.

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. Appellant's position is more properly classified as a Store-keeper 2 than a Program Assistant 3.

CONCLUSIONS OF LAW

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

2. The appellant has the burden of proving that the respondent's decision to deny the appellant's reclassification request was incorrect and that his position should be classified as a Program Assistant 3.

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

4. The respondent Administrator's decision to deny the appellant's reclassification request was correct.

OPINION

The decision appealed from in this matter was a decision of the Administrator of the Division of Personnel, rather than an action delegated to the appointing authority under §230.05(2), Wisconsin Statutes.

Appellant's duties and responsibilities are described in the attached Position Description. Appellant has some minor budgetary responsibilities to the extent that he assists his supervisor in determining the number of license plates that are apt to be needed in the next fiscal year. Appellant also provided some assistance in setting up the one-stop system and the zip code sorting operation. When his supervisor is on vacation or otherwise absent from the receiving and issuing work room, the appellant assumes some supervisory responsibilities.

The vast majority of the appellant's duties fall within the definition

statement for the Storekeeper 2 classification. The conclusion is strongly supported by the position summary found in the appellant's PD :

The major goal of this position is to function as the lead worker for the receiving and issuing unit. Being responsible for the receiving, stocking, and issuing of plates and stickers. The supplies of outlying offices with plates and stickers for daily operation and responsible for the sorting of plates to be mailed by zip code to facilitate ease of delivery and to allow cost benefit to the state.

Even though the appellant testified that his position had undergone several changes since the most recent PD had been completed, the changes that occurred were not of the type to alter the major goal of the position. The use of a double inventory system and an increase in the categories of license plates made available through the appellant's unit and through the one-stop units are not enough to justify reclassification to Program Assistant 3.

The result in this case is also supported by analysis of the work examples that accompany the class definitions. Appellant showed that certain aspects of his responsibilities fall within the work examples of the Program Assistant 3 classification. However, the bulk of appellant's duties are consistent with Storekeeper 2 work examples.

The final justification for the result in this case is the comparison of the appellant's position with several other positions within the Department of Transportation. The best comparison with the appellant's position is a Supervisor 2 position held by a Mr. Galbraith, whose duties are:

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As lead worker, plan and guide the work of stock clerks and perform all phases of supply processing for the Department's General Stores.

In contrast, a Program Assistant 3 position held by a Ms. Adler is quite different from the appellant's position. Ms. Adler's position is summarized as follows:

Receives and interprets letters and orders from courts relating to incorrect, reopened, appealed or vacated reports of conviction. Make decisions as to action to be taken. Make appropriate record changes. Release any revocation or suspension files if necessary as result of courts order or letter.

The final comparative position is classified as a Program Assistant 3 and more closely resembles the appellant's position. Mr. Ripp is the incumbent. However, the PD indicates that Mr. Ripp has a broader variety of materials under his control and is also involved in a broader variety of activities, such as assigning vehicles and performing vehicle maintenance:

Manage a state-wide materials distribution system for the Department of Transportation. Coordinate with other agencies in transporting their materials on a space available basis. Monitor the operation and maintenance of all assigned vehicles and materials handling equipment.

For all of the above reasons, the Commission concludes that the reclassification request was appropriately denied.

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ORDER

The respondent Administrator's reclassification decision is affirmed
and the appeal is dismissed.

Dated: _____, 1981.

STATE PERSONNEL COMMISSION

Donald R. Murphy
Chairperson

KMS:jmg

1 Position No 1421	2 Cert/Reclass Request No	3 Agency No 395
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NAME OF EMPLOYEE
 Lular Crocker

5. DEPARTMENT, UNIT, WORK ADDRESS
 Department of Transportation
 Receiving and Issuance Section
 Plate Issuance Unit
 4802 Sheboygan Avenue
 Madison, WI

CLASSIFICATION TITLE OF POSITION
 Storkeeper 2

CLASS TITLE OPTION (To be Filled Out By Personnel Office)

8. NAME AND CLASS OF FORMER INCUMBENT

AGENCY WORKING TITLE OF POSITION
 Lead Worker

10. NAME AND CLASS OF EMPLOYEES PERFORMING SIMILAR DUTIES

NAME AND CLASS OF FIRST-LINE SUPERVISOR
 William Houns
 Program Assistant Supervisor 3

12. FROM APPROXIMATELY WHAT DATE HAS THE EMPLOYEE PERFORMED THE WORK DESCRIBED BELOW?
 July 1976

DOES THIS POSITION SUPERVISE SUBORDINATE EMPLOYEES IN PERMANENT POSITIONS? Yes No IF YES, COMPLETE AND ATTACH A SUPERVISORY POSITION ANALYSIS FORM (DER-PERS-84).

POSITION SUMMARY - PLEASE DESCRIBE BELOW THE MAJOR GOALS OF THIS POSITION
 The major goal of this position is to function as the lead worker for the receiving and issuing unit. Being responsible for the receiving, stocking and issuing of plates and stickers. The supplying of outlying offices with plates and stickers for daily operation and responsible for the sorting of plates to be mailed by zip code to facilitate ease of delivery and to allow cost benefits to the state.

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
20%	A. Function as the lead worker in the Receiving and Issuing area. A1. Monitor the daily activity of one shipping and mailing clerk and two stock clerks. A2. During Base Plate year, monitor the activity of 10 additional employees. A3. Formulate and implement operational procedures. A4. Responsible for the units operation in the absence of the supervisor. A5. Provide sample plate per written requests.
25%	

(Continued on Attached Sheet)

COMMISSION'S

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 _____ Date _____

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 _____ Date _____

Signature of Personnel Manager _____ Date _____

- B. Responsible for receiving and verifying license plate and decal shipments.
 - B1. Monitor the storage of plates to be issued to allow turnover in sequential order.
 - B2. Maintain stocks of 230 plate categories, 24 quarterly inserts, 12 monthly decals and yearly decal.

- C. Responsible for the preparation, coordination and shipping of plates and stickers.
 - C1. Monitor the shipment of plates and stickers to 3 Registration counters, and 22 Driver License Exam Stations.
 - C2. Provide each area with sufficient stock to last from one delivery to the next.
 - C3. Provide for emergency shipment of plates in cases of unforeseen shortages.

- D. Responsible for coordinating the pulling of plates needed for shipment.
 - D1. Insure that proper plates are pulled and the registration forms are stuffed in the pocket of the right plate envelope.
 - D2. Monitor the sealing of plate envelope and the application of postage.

- E. Responsible for keeping records of the amounts of daily operation.
 - E1. Record number of plates mailed by category and location.
 - E2. File information in an easy to reference manner.

- F. Responsible for the zip code sorting operation.
 - F1. Monitor the sorting of all plates to be mailed by zip code location.
 - F2. Insure that sort plates are bundled and bagged and sent to the post office.
 - F3. Coordinate with U.S. Post Office to insure that necessary postal containers supplies are available to facilitate the sorting operation.
 - F4. Fill necessary post office reports with each bulk mailing shipment.

- G. Coordinate with the tickometer number operation.
 - G1. Provide beginning and ending plate number in a series to tickometer operation to insure accurate operation.
 - G2. Insure that the same number is not used on two different applications or requests.

- H. Responsible to stock and mail apportioned plates "power and trailer units and stickers" by year and weight.
 - H1. Receive cab cards.
 - H2. Pull proper plates.
 - H3. Sticker the cab trailer card with weight sticker.
 - H4. Package and mail plates and cab cards.

10%
8/16

10%
8/16

25%
11/16

15%
23/16

10%

2.5%
20/16
Plate year

2.5%

2.5%

- I. Responsible for the annual distribution of dealer plates and inventory of all surplus plates and stickers.
 - I1. Arrange for the pulling, packaging, and sorting by zip code for United Parcel delivery of dealer plates.
 - I2. Handle walk-in requests from general public.
 - I3. Inventory surplus plates and quarterly stickers.
 - I4. Provide information from the inventory to supervisors for budget preparation.

8%
8%

- J. Responsible to coordinate with the Division Administrator's staff and other Bureaus, Divisions, and Department officials with regard to plate issue.
 - J1. Answer questions concerning mailing dates of license plates.
 - J2. Coordinate with the local and outlying plate issue points to maintain proper plate inventories.
 - J3. Clear up any problem with regard to plate distribution.

2.5%
2%

- K. Responsible for the unit postage meters.
 - K1. Monitor funds available on unit postage meter.
 - K2. Arrange for refilling meter when funds are low.

6%

L. Personalized Plates.

(15%)

M. One Stop. (NON plate year).

128 1/2%