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DOLORES KLITZKE, *

Appellant, *

v. *

President, UNIVERSITY OF *

WISCONSIN SYSTEM (Whitewater) *

Respondents. *

Case No. 85-0022-PC *

* * * * *

DECISION
AND
ORDER

This is an appeal of respondent's decision denying appellant's request to reclassify her position from Typist to Program Assistant 2 or Secretary 1.

FINDINGS OF FACT

1. The appellant, Dolores Klitzke, at all times relevant to this controversy has been employed in classified civil service of Wisconsin as a Typist at the University of Wisconsin - Whitewater (UW-Whitewater).

2. In the summer of 1981, Dolores Klitzke was laterally transferred to her current position in the Faculty Senate Office of UW-Whitewater. She provided secretarial and clerical support to the chair of the faculty senate.

3. The faculty senate is charged with the governance of the university faculty. As such, the senate addresses all university policy issues which affect the faculty, including admission standards, curriculum, staffing, tenure and budget.

4. In 1984, the UW-Whitewater personnel office conducted its routine biennial clerical survey. The appellant's position came under review as a

part of that clerical survey. After reviewing appellant's position, the auditor determined that it did not warrant reclassification and was appropriately classified at the typist level.

5. The decision of the UW-Whitewater personnel office regarding the appropriate classification of appellant's position was reviewed by respondent, University of Wisconsin System (UWS), the umbrella organization of the state universities. It affirmed UW-Whitewater's decision to deny reclassification of the position held by appellant.

6. On February 13, 1985, appellant made a timely appeal of the classification of Typist assigned her position to this Commission.

7. Appellant's position is summarized on her position description (PD) as providing secretarial and clerical support to faculty governance activities, and performing as classified (employees') affirmative action officer. However, the following statement in caps is in appellant's PD under the heading of goals and worker activities:

THIS IS A HALF-TIME POSITION. 20 HOURS PER WEEK OF DUTY TIME
WILL BE SCHEDULED BY THE CHAIRPERSON OF THE FACULTY SENATE.

8. Appellant devotes fifty percent (50%) of her work time to functioning as a receptionist, sorting mail, typing, maintaining mailing lists, making reservations, preparing mailings, filing and recordkeeping in the office of the chairperson of the faculty senate.

9. Ten percent (10%) of appellant's work time is used providing secretarial and clerical assistance to various committees of the faculty senate.

10. A maximum of eight hours or forty percent (40%) of appellant's work time may be spent as the classified employe's affirmative action contact.

11. Appellant's position has changed insignificantly since it was last reviewed in July, 1981.

12. The vast majority of work duties performed by appellant is clerical. She functions as a receptionist; receives and dispenses a variety of information; collects, arranges and compiles; maintains files and keeps reports. However, these clerical functions include typing duties.

13. Appellant's position is appropriately classified as Typist (PR2-05).

CONCLUSIONS OF LAW

1. This controversy is appropriately before the Personnel Commission pursuant to §230.44(1)(b), Wis. Stats.

2. Appellant has the burden of proving that respondent's decision denying the reclassification of appellant's position from Typist to Program Assistant 2 or Secretary 1 was incorrect.

3. Appellant has failed to meet that burden of proof.

4. Respondent's decision denying reclassification of the position held by appellant was correct.

OPINION

Reclassification is based upon significant logical and gradual job changes, classification specifications and position allocation patterns. As has previously been stated by the Commission, proper classification of a position involves the weighing of these factors to determine the best classification for a given position. Positions are not entitled to reclassification because some aspect of the work falls within the higher classification. Reclassification requires that a majority of the positions' duties be at the level of the designated classification.

In the present case, appellant laterally transferred to her current position. As constituted then, that position was to provide secretarial and clerical support to the faculty senate chairperson and various committees of the faculty senate. In addition, appellant brought to the new position some affirmative action activities, which she previously acquired when she was designated by a group of classified employers as their affirmative action officer. These employee designated affirmative action activities were added to her position description and she was authorized to devote thirty percent of her time to those functions.

Currently, appellant's work tasks remain substantially the same as when she initially transferred to the position, with two exceptions: appellant is authorized to use forty percent (40%) of her work time for affirmative action activities; occasionally, she is involved in coordinating and planning training and development programs for classified employees. Clearly these activities do not represent a substantial change in appellant's position, nor do they constitute a majority of her work tasks.

The Program Assistant series requires that positions in this classification series are accountable for carrying out significant and recognizable segments of program functions or organizational activities. The appellant, in her capacity as clerical and secretarial assistant to the chairperson and various committees of the faculty senate, has no programmatic responsibilities. Appellant did not attend faculty senate meetings nor was she responsible for its minutes. While appellant disseminates affirmative action data developed by the personnel office, she has no subordinate supervisory or reporting lines with that office or Dr. Fannie Hicklin, the affirmative action officer for UW-Whitewater. The appellant

has no programmatic responsibilities or authority in UW-Whitewater's affirmative action program.

The appellant does perform a variety of secretarial duties found in other class descriptions including a Secretary 1. These secretarial duties include: making arrangements for meetings or travel; screening and distributing mail, filing and developing filing systems; and maintaining single records. However, appellant's position, as a personal secretary, is not at the administrative level allocated to the Secretary 1 class at UW-Whitewater. The allocation pattern on that campus for a Secretary 1 is at the organizational level of offices of deans. Deans in contrast to appellant's supervisor, administer large segments of the university called colleges and are responsible for coordinating university affairs at that level. Accordingly, the personal secretary of a dean has attendant complex secretarial responsibilities and must perform at that level. The clear evidence is that appellant's position does not meet these levels of organizational responsibility.

Finally, appellant's argument centered upon her affirmative action activities, which she thought had not been evaluated. It is clear these activities are not a function of her position as secretary for the chairperson of the faculty senate and the senate committees, but is a work-related activity which is engaged in voluntarily by appellant and moves with her from position to position. If it is in fact a part of her position, clearly it does not constitute a majority of her work time nor is it a significant segment of a program. For the stated reasons and based upon the record, appellant's position is currently correctly classified.

ORDER

Respondent's actions denying appellant's reclassification is affirmed
and this appeal is dismissed.

Dated: June 18, 1985 STATE PERSONNEL COMMISSION

Dennis P. McGilligan
DENNIS P. MCGILLIGAN, Chairperson

DRM:jmf
ID3/2

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DONALD R. MURPHY, Commissioner

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