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 *
 BARBARA JOHNSON, *
 *
 Appellant, *
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 v. *
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 President, UNIVERSITY OF *
 WISCONSIN SYSTEM (Eau Claire) *
 and Secretary, DEPARTMENT OF *
 EMPLOYMENT RELATIONS, *
 *
 Respondent. *
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 Case No. 85-0198-PC *
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DECISION
 AND
 ORDER

This is an appeal of a decision by respondents to deny appellant's request for reclassification of her position from Program Assistant 2 to Program Assistant 3. A hearing was held February 21, 1986, before Donald R. Murphy, Commissioner, and the briefing schedule was completed May 10, 1986.

FINDINGS OF FACT

1. The appellant began employment in her present classified civil service position as a Stenographer 2 in the Department of Foreign Languages of the University of Wisconsin - Eau Claire in August, 1969.

2. In December, 1973, she was reclassified to Stenographer 3; reallocated pursuant to a 1979 clerical survey to Program Assistant 1 which action was later reviewed and changed in 1980 to Program Assistant 2 (PA2) retroactive to August, 1979.

3. The pertinent parts of appellant's 1980 PA2 position description, which described her duties and responsibilities, were:

A. Supervision of Federal Work/Study and State-Funded Student Employees

A1. Advertise, interview, and hire employees (currently 12 clerical assistants for the 2 language laboratories, and 13 tutors for

German, French, Spanish and Swedish, and one lab technician, 6 tutors for the International Studies Program, and normally one tutor/teacher assistant in the French Civilization lab.

- A2. Train new employees in office duties, laboratory duties and procedures.
- A3. Assign work to employees.
- A4. Set work schedules for employees.
- A5. Devise two complex lab schedules each semester.
- A6. Sign eligibility cards, time cards, as first-line supervisor.
- A7. Prepare all work/study and state-funded student help time cards and deliver to Personnel Department on deadline given.
- A8. Discipline employees if required.
- A9. Hire, sign and prepare eligibility and time cards, as first-line supervisor, for Foreign Language Department, International Studies Programs, Mexican English Program and University of Wisconsin-Extension Programs.

B. Supervision of Department Accounts

- B1. Recommend budget requests for Department Office to Chairperson.
- B2. Recommend permanent property purchases for office and department, including audio-visual and office equipment.
- B3. Order and maintain supply of office and duplicating supplies for department.
- B4. Order permanent property and purchases other than from Central Stores.
- B5. Verify accounting report monthly for student employees from Business Office.
- B6. Write work requests and oversee such work performed in the department.
- B7. Coordinate Travel Authorizations and Travel Expense Reports for faculty.
- B8. Prepare and keep on file bi-weekly work study and state expenditures of each employee.
- B9. Observe and retain separate accounts for foreign language programs, University of Wisconsin-Extension Travel Seminars, Mexican English Program, and International Studies Programs.

C. Drop/Add Procedure

- C1. Attend informational meeting each semester.
- C2. Pick up class cards and class enrollment lists on first day of classes.
- C3. Separate and distribute class enrollment lists to faculty mailboxes before first class begins.
- C4. Conduct drop/add procedure singlehandedly. Process over 300 drop/add forms.
- C5. Maintain class enrollment lists during late registration, drop/add week and the weeks following when students are able to drop/add through Registration Office.
- C6. Signing drop/add cards for Chairman and faculty members when students come from Registration.

- C7. Inform teachers in written form of students dropping and adding their classes.
- C8. Advising students of the appropriate level of foreign language classes to be taken dependent on the student's knowledge of the language.
- C9. Use telephone whenever possible to reduce wasted time and effort for students.
- C10. Direct students to other departments and offices.
- C11. Tabulate all class lists during the second week of classes informing Chairman and department members of enrollment of each language and grand totals.

D. Communication of Verbal Information

- D1. Receptionist and secretary for department.
- D2. Greet people, take messages, receive/place local and long distance telephone calls, transfer calls to appropriate sources, provide routine information to the public and students.
- D3. Answer all inquiries that are possible or find the answer and give to all university personnel, students, and the public by phone or in person.
- D4. Interpret policies and procedures for students, public, and faculty (i.e., Credit by Examination policy, French Placement Test)
- D5. Advise students as to proper level of foreign language to enroll in.
- D6. Attend meetings on campus (i.e., drop/add meetings, bookstore meetings, departmental meetings).
- D7. Develop and maintain sources of information.

E. Management of Office and Audio-Visual Equipment and Software

- E1. Keep inventory of office equipment.
- E2. Assign cassette recorders to faculty members.
- E3. Train students in use of lab equipment, and office equipment.
- E4. Recommend purchase of new equipment for department (i.e., cassette recorders, headsets, thermofax machine, calculator, etc.).
- E5. Responsible for informing Audio-Visual Department of malfunctioning equipment and its repair.

F. Supervision of Classroom Material Production

- F1. Supervise typing, duplication, and distribution of thousands of pages of classroom materials during academic year.
- F2. Type, duplicate, and distribute classroom materials during summer session and academic year.
- F3. Administer assignments and collect assignments when teachers are absent.
- F4. Administer and supervise exams when teachers are unable to be there.

F5. Observe students taking exams in my office area.

G. Supervision and Management of 2 Complex Language Laboratories

- G1. Hire, train and supervise a lab technician who is responsible for recording master tapes, dubbing records to tapes and maintaining a current and organized tape library.
- G2. Hire, train and supervise 15-20 lab assistants.
- G3. Administer fair amount of hours for each student.
- G4. Coordinate and schedule class hours in labs.
- G5. Coordinate students with a particular language they are familiar with so when monitoring a class they are better able to assist the teacher.
- G6. Coordinate lab assistants and assign study hours in both labs.
- G7. Responsible for providing, collecting and tabulating lab slips which substantiate the students attendance.
- G8. Result of tabulation is a monthly utilization report of the daily activities generated by each language, with subtotals for each language and a grand total for the department.
- G9. The utilization report is invaluable to the department for answering questions concerning the use and thus the value of the labs.
- G10. Supply technical support for the mechanical operation of the lab, such as, training lab assistants in proper use of equipment.

H. Assistance to Director of Mexican Intensive English Summer Program

- H1. Ordering of materials for classes.
- H2. Ordering materials and setting up of Reading Center.
- H3. Payroll for student assistants. Set up special budget.
- H4. Paying bills and writing purchase orders and letters concerning services (chartering busses, ordering picnic dinners, etc.).
- H5. Correspondence concerning summer program - telephone calls arranging special activities.
- H6. Reproducing needed materials.
- H7. Acquiring needed classrooms.
- H8. Sending out letters to churches, faculty bulletin for host families for Mexican students. Taking calls on it. Keeping list of host families and also putting own name on list to host students.

I. Assistance to University of Wisconsin-Extension French, German and Spanish Travel Seminars

- I1. Type the itineraries and carry out all follow-up correspondence.
- I2. Prepare, type and distribute (state-wide) all the forms and publicity material.
- I3. Answer all local and long distance telephone inquiries regarding travel seminars.

- I4. Hire and supervise students in mailing of thousands of brochures to prospective enrollees.
- I5. Maintain a separate financial record for students employed under various accounts.
- I6. Type and send all letters and memos to travel seminar members informing them of orientation sessions, flight fares and communications, tickets, etc.
- I7. Send travel members all final departure information, flight bags, ticket tags, etc.
- I8. Type and mail questionnaires to all participants at the conclusion of the study seminars and type and distribute the evaluation of same.

J. Assistance to Director of International Studies Program

- J1. Handle drop/add procedure for International Studies Programs.
- J2. Type and duplicate classroom materials.
- J3. Hire tutors and maintain separate budgets.
- J4. Prepare and keep on file bi-weekly work study and state expenditures of each tutor.

K. Annual French High School Day

- K1. Greet and direct students from Wisconsin high schools.
- K2. Give them information about our foreign language program.
- K3. Appoint a faculty member that they can visit with and discuss our programs with.
- K4. Send out correspondence to approximately 15 area schools.
- K5. Compile and organize responses and activities (approximately 250 attend).

L. Pan American Day

- L1. Letters of invitation and information sent to area high school students.
- L2. Attended by 350 students annually.
- L3. Order and coordinate films.
- L4. Direct students to presentations and lectures.

M. Annual Pigeon Lake Workshop (Secondary Education Program)

- M1. Help write and coordinate daily schedule of events to be held at Pigeon Lake Field Station, Drummond, Wisconsin.
- M2. Type all materials - brochures, letters, memos, etc. and mail to area graduate and undergraduate French, German and Spanish high school teachers.
- M3. Prepare travel authorizations and reimbursements.
- M4. Order equipment and supplies.

- N. Annual Spanish Week (March)
Annual French Week (April)
Annual German Week (February)
- N1. Prepare and type events and activities.
 - N2. Coordinate and type programs, menus, publicity and music for the French and Spanish dinners.
 - N3. Correspondence arranging concerts and lectures.
 - N4. Scheduling of room reservations for initiation, style show, study programs in Spain, films, lectures, etc.
 - N5. Coordinate and order tickets for dinners with the Ticket Office.
 - N6. Sell and collect money for various items, such as cookbooks, buttons and t-shirts.
 - N7. Make reservations for tickets for high schools for the dinners (950 students, parents and faculty attend the French dinner).
 - N8. Scheduling clinics and workshops for students to register in three or four morning sessions.
 - N9. Prepare and type financial statements and reports for each separate event.
- O. Annual Central States Conference, WAFLT State Conference and Others
- O1. Coordinate and carry out pre-registration forms for faculty members.
 - O2. Schedule state vehicle for transportation.
 - O3. Prepare and type travel authorizations and reimbursements for each member.
 - O4. Retain signatures and send through proper channels.
- P. State-Wide Newsletter
- P1. Authorize requisition of labels form card file source.
 - P2. Prepare, type and help edit newsletter. Design format.
 - P3. Prepare for duplication.
 - P4. Hire, supervise and help students in stuffing, sorting and mailing of newsletter to approximately 2,000 high schools, junior high schools and universities in Wisconsin.
 - P5. Keep up-dated mailing list of state-wide teachers received from Director of Public Instruction.
- Q. Management of Major/Minor Assignments
- Q1. Interview students and complete forms for changing to Foreign Language majors or minors.
 - Q2. Send changes to Registration Office.
 - Q3. Maintain advisee card file of all Foreign Language majors and minors.
 - Q4. Assign advisors to students.
- R. Supervision and Management of Filing Systems
- R1. Supervise filing systems for Offset Masters for classroom materials, book catalogs and media catalogs.

- R2. Maintain filing systems for Chairperson's departmental materials.
- R3. Maintain filing systems for accounts, syllabi, minutes and agendas for all departmental committees and many university committees.

S. Assistance to Committees

- S1. Type, duplicate and distribute letters, memos, agenda, minutes, reports, questionnaires, speeches and surveys from rough draft, handwritten or shorthand notes. The following is a list of some of the committees:

- Phi Kappa Phi
- National Fellowship Committee
- Graduate Council
- Search and Screen Committee
- International Advisory Board
- Faculty Senate and Student Personnel Committee
- Spanish Travel Seminar
- Artist Series Committee
- Midelfort Book Award Committee
- Foreign Language Department Evaluation Committee
- Athletic Committee
- Sigma Delta Pi
- Wisconsin Foreign Language Teachers Association

T. Secretary to Department Chairperson

- T1. Open, sort and distribute mail.
- T2. Act on mail - relieve Chairperson of duties I am familiar with.
- T3. Review content and draw Chairperson's attention to anything requiring immediate attention.
- T4. Schedule appointments.
- T5. Schedule meetings and rooms.
- T6. Coordinate and schedule classrooms for instructors. Follow through with schedule revision form.
- T7. Take minutes of departmental meetings in shorthand. Type, transcribe and distribute copies to members of the department and student representatives.
- T8. Type correspondence, notices, reports, classroom materials, performance reviews, rehiring recommendations, salary recommendations, etc., from shorthand notes.
- T9. Compose responses to routine inquiries.
- T10. Maintain Chairperson's departmental files.
- T11. Relieve Chairperson of all routine tasks.
- T12. Type and edit all course syllabi.
- T13. Distribute syllabi to faculty members for approval at departmental meeting.
- T14. Make all corrections, additions, or deletions from shorthand notes and prepare final syllabi for duplication and distribution to Curriculum Committee.

Knowledges: Coordinating and operating a University Foreign Language Department is a unique occupation which requires specialized skills and abilities. Typing is difficult, in that the greatest percentage is in a foreign language. It is necessary that I be able to type French, Spanish, German, Norwegian and Swedish. My typewriter has been modified to include foreign accent marks. Since approximately 50% of my typing is done in Spanish, I felt it would be of great help to me and the department if I took a course in Spanish. I have completed Spanish 101 and 102 receiving grades of A and B+ from Dr. Roma Hoff. I now feel most competent in typing that language since I understand it and can type it with seldom an error. I am now able to help first year students with questions regarding their Spanish when faculty members are not available. I am now able to read and record Spanish on tape for advanced student's exams. Not only has taking a year of Spanish helped me in that language, but has helped me understand the problems of students in all languages and to understand the department as a whole. As time permits, I may take a course in French and German.

Since the Chairperson is not employed during the summer months, I am responsible for managing the office. I decide and answer questions regarding proper placement of students, travel seminary questions, Pigeon Lake Workshop information, and any other general correspondence that requires immediate attention.

I feel this job differs from other departmental positions in as much as a number of the professors originate from foreign countries and consequently experience some difficulty in writing, speaking, and understanding the English language. I thereby compose reports, letters and memos, student recommendations for these faculty members, and serve as proofreader in other instances. Most rough drafts handwritten by these professors in either English or their foreign language are extremely difficult to read and type. I also serve as a go-between when other departments can't "get it across" to our native-speakers in regard to such items as ordering books, travel authorizations and reimbursements, etc. The role of the secretary in the Foreign Language Department is becoming increasingly administrative.

4. Appellant's duties and responsibilities, during those periods of time pertinent to her reclassification request, as described in her July 12, 1984, position description were:

A. Administrative Assistant - 20%

- A1. Coordinate tutoring services with Academic Skills Center.
- A2. Coordinate and work with Academic and Career Advising regarding Foreign Language Competency Placement Test.
- A3. Exercise judgment and discretion regarding all policies and procedures.
- A4. Handle emergencies and difficult situations; resolving problems.
- A5. Recommend to and consult with chairperson regarding needs for financial assistance in various programs.
- A6. Advertise, interview, hire and train new students employees.
- A7. Assign, review and evaluate work of student employees. Discharge employees not performing satisfactorily.
- A8. Verbally recommend, also compose and type recommendations to employers interested in hiring students for employment on and off campus.
- A9. Supervise and train workers for drop/add procedure
- A10. Supervise lab technician and coordinate equipment repairs, monitor use of cassette tapes, scheduling of hours.
- A11. Coordinate use of television equipment.
- A12. Perform annual forms review for the office.
- A13. Instruct faculty as to proper procedures and policies.

B. Administrative Secretary - 30%

- B1. Compose written communications.
- B2. Develop, supervise, maintain office and personnel files.
- B3. Transcribe dictation in shorthand for monthly departmental meetings, and correspondence from all faculty members.
- B4. Design and produce reports, forms, and charts.
- B5. Coordinate and generate required documents for travel, conventions and conferences.
- B6. Compute and prepare confidential information, such as, teacher evaluations.
- B7. Edit, arrange and type annual reports and statistics within prescribed deadline.
- B8. Organize and delegate work on a daily basis and meet deadlines.
- B9. Open, sort and distribute mail, act on mail relieving chairperson of duties I am familiar with.
- B10. Compose, type and edit course syllabi from shorthand notes.
- B11. Coordinate and schedule classrooms; follow through with schedule revisions.
- B12. Secure and monitor keys for offices, personnel files, lab storage, MDC equipment, showcases, and cabinets. Reserve and check-out equipment.
- B13. Prepare and assist chairperson in class scheduling. Type, verify, correct and inform chairperson of conflicts.
- B14. Monitor regularly scheduled faculty activities in their absences.

- B15. Coordinate, determine and prepare all book orders for courses. Compose correspondence for complimentary and desk copies.
- B16. Exercise considerable judgment in editing correspondence generated by people who have mastered English.

C. Microcomputer System - Bilingual - 20%

- C1. First and only user of the Burroughs bilingual computer.
- C2. Coordinate and determine symbols for computer personnel on bilingual computer.
- C3. Attend sessions to learn and utilize programming, such as, word processing and multiplan.
- C4. Memorize coding for technical utilization of computer for bilingual aspect.
- C5. Utilize and change printer to type English, French, German, Spanish and Norwegian, manually or continuously.
- C6. Continue to research new methods of bilingual computers to increase efficiency and effectiveness, such as Burroughs Convention in California.
- C7. Train and assist faculty members and students in utilization of computer.

D. Supervision of Department Accounts - 10%

- D1. Coordinate, supervise and retain separate budgets for the following accounts:
 - (a) Foreign Languages (102-018)
 - (b) Foreign Language Field Trip (128-407)
 - (c) International Studies (102-024)
 - (d) International Festivals (128-315)
 - (e) English as a SEcond Language (132-641 & 132-543)
 - (f) Travel Seminars (132-563)
 - (g) Bollinger's Account (102-250)
 - (h) English for International Students (132-544)
- D2. Initiate budget transfers.
- D3. Consult with Purchasing and Controller's office regarding budgets.
- D4. Monitor and verify records with computer print-out sheets.
- D5. Recommend and initiate budget requests to chairperson.
- D6. Order and maintain office supplies.
- D7. Research, recommend and order permanent property and purchases from outside vendors.
- D8. Supervise and coordinate travel budget.
- D9. Initiate and supervise student payroll.

E. Supervision of Department Activities and Programs - 15%

- E1. Coordinate, supervise and delegate work for annual programs:
 - (a) German Week (February)
 - (b) Spanish Week (March)
 - (c) French Week (April)
 - (d) German, French and Spanish Travel Seminars

- (e) Pigeon Lake Workshop
- (f) Annual French High School Day

- E2. Organize, prepare and type itineraries, menus, publicity, music, brochures and correspondence for programs.
- E3. Hire and supervise students in mailing of thousands of brochures to prospective enrollees.
- E4. Order and coordinate films from UW-Eau Claire and outside sources.
- E5. Research, compile, update and prepare address lists for numerous mailings.
- E6. Type, edit and organize lengthy state-wide Newsletter. Hire and supervise student workers for several mailings.
- E7. Order office supplies and media equipment.
- E8. Assist and help train student workers during summer ESL programs.

F. Telephone Communication - 5%

- F1. Primary receptionist for frequent incoming calls for all faculty and programs.
- F2. Utilize thorough knowledge of policies and procedures, work assignments, and faculty activities to answer phone inquiries and to refer caller to appropriate staff member.
- F3. Instruct and assist faculty members and clerical assistants in use of State telephone system.
- F4. Knowledgeable to assist faculty in set-up of telephone conference interviews.
- F5. Make frequent local and long-distance calls for chairman to request information, materials, etc.; set-up times for interviews and committee meetings.

5. Pertinent parts of the PA2 classifications specifications are:

This is work of moderate difficulty providing program support assistance to supervisory, professional or administrative staff. Positions are allocated to this class on the basis of the degree of programmatic involvement, delegated authority to act on behalf of the program head, level and degree of independence exercised, and scope and impact of decisions involved. Positions allocated to this level are distinguished from the Program Assistant 1 level based on the following criteria: (1) the defined program area for which this level is accountable is greater in scope and complexity; (2) the impact of decisions made at this level is greater in terms of the scope of the policies and procedures that are affected; (3) the nature of the program area presents differing situations requiring a search for solutions from a variety of alternatives; and (4) the procedures and precedents which govern the program area are somewhat diversified rather than clearly established. Work is performed under general supervision.

Work Examples

Provides administrative assistance to supervisory, professional and administrative staff, head of a department or program.

Schedules department facilities usage.

Maintains inventory and related records and/or reports and orders supplies.

Conducts special projects: analyzes, assembles, or obtains information.

Maintains liaison between various groups, both public and private.

Directs public information activities and coordinates public or community relations activities.

Prepares budget estimates, plans office operations, controls bookkeeping functions and handles personnel transactions.

Plans, assigns and guides the activities of subordinate employees engaged in clerical program support work.

Corresponds with various outside vendors or agencies to procure goods or information for program operations.

Develops and recommends policies, procedures, guidelines and institutions to improve administrative or operating effectiveness.

Screens and/or reviews publications; drafts or rewrites communications; makes arrangements for meetings and maintains agendas and reports; arranges schedules to meet deadlines.

Maintains extensive contact with other operating units within the department, between departments or with the general public in a coordinative or informative capacity on a variety of matters.

Prepares informational materials and publications for unit involved and arranges for distribution of completed items.

Attends meetings, workshops and seminars.

6. Pertinent parts of the PA3 classification specifications are:

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.

Work Examples

Prepares reports, research project data, budget information, mailing lists, record keeping systems policies and procedure, training programs, schedules and generally oversees operations.

Plans, assigns and guides the activities of a unit engaged in the clerical support of the program assigned.

Develops and/or revises selected policies and procedures affecting the administration of the program.

Answers questions regarding the program or division via telephone, correspondence or face-to-face contact.

May serve as an assistant in charge of secretarial and administrative tasks in an operation handling cash procedures, equipment orders, inventory, program preparation, pricing, etc.

Composes correspondence, maintains files of program related data, sets up schedules and performs any related administrative support function necessary to the operation of the program.

May be in charge of public relations, preparing and sending out pamphlets, brochures, letters and various program publications.

7. In comparing appellant's 1980 and 1984 position descriptions, she continued to be responsible for the supervision of some 20 student laboratory assistants in the language laboratories. She also hired and supervised a lab technician who monitored the lab operation, repaired lab equipment and trained assistants in equipment operation. Previously, appellant had coordinated the tutoring program for foreign languages, hired 15 to 20 tutors, set up their schedules, monitored their work study allocations and signed their timesheets. In 1984, the tutoring program was assigned to the Academic Center. However, additional study abroad programs were developed which increased the volume of work and appellant's responsibility in this area.

8. Differences between appellant's 1980 and 1984 position descriptions primarily involve changes in the percentages of time devoted to particular duties, rather than the kind, nature and difficulty of the duties performed.

9. Program Assistant 3 positions at UW-Eau Claire, in contrast to appellant's, function at a higher organizational level - Office of the Dean - and impact across program lines. Also, the responsibilities of those positions involve more administration and coordination of program activities than clerical tasks.

10. Appellant's position is better described by the PA2 classification specifications than the the PA3 specifications.

CONCLUSIONS OF LAW

1. The Commission has jurisdiction over this matter pursuant to §230.44(1)(b), stats.
2. The appellant has the burden of proving that respondents' decision denying reclassification of appellant's position from PA2 to PA3 was incorrect.
3. The appellant has failed to meet that burden of proof.
4. Respondent's decision denying appellant's request to reclassify her position to PA3 was correct.

OPINION

At the time of her reclassification request, the appellant was employed as a Program Assistant 2 in the Department of Foreign Languages, one of 22 departments in the School of Arts and Science at the University of Wisconsin-Eau Claire. Appellant's primary responsibilities were: coordinating the hiring and work of students and a lab technician assigned to the department; performing secretarial functions for the chairperson of the department; maintaining budget records for the department; coordinating clerical activities associated with department sponsored programs; and performing receptionist duties for the department. Although to a lesser degree, these tasks had been performed by the appellant since 1979 when her position was reallocated to its present classification.

Since 1980 the Department of Foreign Languages has expanded its language programs, added new study abroad programs and installed new equipment in its language lab. Accordingly, appellant's former responsibilities were extended to include these new programs. However, her underlying duties and responsibilities remained the same. Appellant still reported to the chairperson of the department and the majority of her duties continued to be clerical tasks.

The classification level of appellant's position compares favorably with other similar positions within the University of Wisconsin System located in Foreign Language Departments. The majority of these positions are classified at the Program Assistant 1 level. Appellant's position was classified at the higher level because the department to which her position is assigned was the largest non-doctoral Foreign Languages Department among the campuses and the appellant had a broader variety of responsibility.

The Program Assistant 3 classification describes para-professional work with authority to make decisions along program lines which impact across program lines. Positions at this level are primarily responsible for administrating and coordinating program activities instead of performing clerical tasks.

In comparing appellant's position with Program Assistant 3 positions (three in number) at UW-Eau Claire, these positions had duties which impacted across program lines and involved more administration and coordination of program activities than clerical tasks or were at a higher organizational level than appellant's position. Two of these positions were in the offices of the Dean of the School of Education and the Dean of Arts and Sciences. Clearly these two positions were at a higher organizational level than the subject position. The third position was in the Media Development Center, a larger department than appellant's. This department was composed of five distinct highly specialized technical areas. This PA3 position required indepth knowledge of the five areas of the department and impacted upon the entire campus.

In the opinion of the Commission the evidence demonstrates that appellant's position is correctly classified at the Program Assistant 2 level. Her duties compare with the classification specifications for the PA2 classification and the allocation pattern for such positions.

ORDER


The decision of respondent is affirmed and this appeal is dismissed.

Dated: September 17, 1986

STATE PERSONNEL COMMISSION


DENNIS P. MCGILLIGAN, Chairperson


DONALD R. MURPHY, Commissioner


LAURIE R. McCALLUM, Commissioner

DRM:jgf
JGF003/2

Parties

Barbara J. Johnson
Foreign Language Dept.
HHH 378
UW-Eau Claire
Garfield & Park Ave.
Eau Claire, WI 54701

Kenneth Shaw
President, UW System
1700 Van Hise Hall
1220 Linden Drive
Madison, WI 53706

Howard Fuller
Secretary, DER
P.O. Box 7855
Madison, WI 53707