

Position Summary:

Under supervision of the Account Specialist 3, is responsible for maintaining complete and accurate records of inmate accounts and other institution accounts.

| Time % | Goal and Worker Activities |
|--------|--|
| 55% | A. Maintenance of accurate records of all inmates financial transactions within the institution, and inmate transfers to and from other institutions, according to DOC, Administration Rules and Accounting Procedures manual. |
| 15% | B. Serve as inmate accounts contact for inmates, staff, and employes of other agencies. |
| 10% | C. Maintain the CARA computer system and back-up documents. |
| 10% | D. Prepare reports. |
| 5% | E. Supervision of inmate workers. |
| [5%] | F. Provision of miscellaneous duties. |

The Fiscal Clerk Position Standard describes positions in the Fiscal Clerk 3 (PR2-09) class as:

...lead and/or work of moderate difficulty in the verifying, recording and processing of financial and related records and data, requiring the application of standardized agency policies and procedures....Work is performed under general supervision.

In contrast, the Program Assistant Position Standard describes positions in the Program Assistant 3 (PR2-10) class as:

...paraprofessional work of moderate difficulty providing...program support assistance to supervisory, professional or administrative staff. Positions are delegated authority to exercise judgments and decision making along program lines...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.

There are approximately 40 Fiscal Clerk positions in DOC's Division of Adult Institutions, (DAI). Approximately 17 or 18 of these positions, similar to Fagan's, spend the majority of their time engaged in work activities involving

inmate accounts. There are also two Program Assistant 3 positions in DAI whose main function is maintenance of inmate accounts. These two positions, unlike Fagan's and other Fiscal Clerk 3 positions are responsible for inmate accounts and direct employes at the Fiscal Clerk 3 level who perform the actual computer posting and maintenance of these accounts. While the record shows that Fagan functions as leadworker for inmates, no evidence was presented indicating that the inmates perform comparable duties to that of the Fiscal Clerk 3 subordinates of the DAI Program Assistant 3 positions. Also, the PA 3 positions, unlike Fagan, oversee and administer the inmate account program.


In her reply brief, Bonnie Fagan argues that two Program Assistant 3 position description-Patti Schulthess , Public Service Commission and Antoinette Smith, Department of Health and Social Service-Appellant's Exhibits 6 and 7 do not indicate leadworker responsibilities. The Schulthess position functions as office manager for the PSC, Office of Economics and Finance and provides administrative assistance to the office director and other professional staff. The Smith position in DHSS functions as the administrative assistant to the Chief of the Project Review Section, Bureau of Planning and Development. Based on the position descriptions, these positions offer little for comparison with the Fagan position.

The Commission concludes that DOC was correct in denying Bonnie Fagan's reclassification request and that her position is more appropriately classified at the Fiscal Clerk 3 level.


ORDER

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

Dated: November 29, 1993 STATE PERSONNEL COMMISSION


LAURIE R. McCALLUM, Chairperson

DRM:jah


DONALD R. MURPHY, Commissioner


JUDY M. ROGERS, Commissioner

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NOTICE

OF RIGHT OF PARTIES TO PETITION FOR REHEARING AND JUDICIAL REVIEW
OF AN ADVERSE DECISION BY THE PERSONNEL COMMISSION

Petition for Rehearing. Any person aggrieved by a final order may, within 20 days after service of the order, file a written petition with the Commission for rehearing. Unless the Commission's order was served personally, service occurred on the date of mailing as set forth in the attached affidavit of mailing. The petition for rehearing must specify the grounds for the relief sought and supporting authorities. Copies shall be served on all parties of record. See §227.49, Wis. Stats., for procedural details regarding petitions for rehearing.

Petition for Judicial Review. Any person aggrieved by a decision is entitled to judicial review thereof. The petition for judicial review must be filed in the appropriate circuit court as provided in §227.53(1)(a)3, Wis. Stats., and a copy of the petition must be served on the Commission pursuant to §227.53(1)(a)1, Wis. Stats. The petition must identify the Wisconsin Personnel Commission as respondent. The petition for judicial review must be served and filed within 30 days after the service of the commission's decision except that if a rehearing is requested, any party desiring judicial review must

serve and file a petition for review within 30 days after the service of the Commission's order finally disposing of the application for rehearing, or within 30 days after the final disposition by operation of law of any such application for rehearing. Unless the Commission's decision was served personally, service of the decision occurred on the date of mailing as set forth in the attached affidavit of mailing. Not later than 30 days after the petition has been filed in circuit court, the petitioner must also serve a copy of the petition on all parties who appeared in the proceeding before the Commission (who are identified immediately above as "parties") or upon the party's attorney of record. See §227.53, Wis. Stats., for procedural details regarding petitions for judicial review.

It is the responsibility of the petitioning party to arrange for the preparation of the necessary legal documents because neither the commission nor its staff may assist in such preparation.

Pursuant to 1993 Wis. Act 16, effective August 12, 1993, there are certain additional procedures which apply if the Commission's decision is rendered in an appeal of a classification-related decision made by the Secretary of the Department of Employment Relations (DER) or delegated by DER to another agency. The additional procedures for such decisions are as follows:

1. If the Commission's decision was issued after a contested case hearing, the Commission has 90 days after receipt of notice that a petition for judicial review has been filed in which to issue written findings of fact and conclusions of law. (§3020, 1993 Wis. Act 16, creating §227.47(2), Wis. Stats.)
2. The record of the hearing or arbitration before the Commission is transcribed at the expense of the party petitioning for judicial review. (§3012, 1993 Wis. Act 16, amending §227.44(8), Wis. Stats.)