

Dane County Personnel & Finance Committee  
October 23<sup>rd</sup>, 2019  
Reallocation Decision Recommendation

To Whom it May Concern:

The Dane County Personnel & Finance Committee reviewed the appeal of the denial of a reallocation request for the Printing & Services Supervisor position. As a result of this meeting, the Dane County Personnel & Finance Committee requested more time for the incumbent of that position to prepare his materials for the appeal, and that a member of the Dane County Reclassification Appeals Board review the reallocation denial and make a recommendation to the Personnel & Finance Committee to either uphold or overturn the denial. It is in this capacity, as a member of the Dane County Reclassification Appeals Board, that I submit the recommendation below.

I met with Dane County Employment Relations' Alexander Hauri on Monday, October 14<sup>th</sup> to review his file on the reallocation denial. Mr. Hauri was the Dane County Employment Relations staff member who conducted the reallocation analysis and ultimately made the determination to deny the reallocation request. At the time I met with him, I also independently reviewed the documents in the file. I believe Mr. Hauri conducted a thorough analysis of the position, which included an analysis of comparable positions assigned to the same pay grade.

On October 22<sup>nd</sup>, I met with the incumbent of the Printing & Services Supervisor position, Peter Patten. We discussed the duties of his position and how he performs those duties, the specialized nature of his field, the level of complexity and responsibility in the functions of the job, the number of staff supervised and the similarities/differences in the work performed by these two levels, and similarities/differences between management and supervisor levels. Mr. Patten has over 40 years of experience in the Printing & Services field, which has given him extensive knowledge and skills in this specialized program area. The work he performs is significantly higher level than, and vastly different from, his subordinate staff. After the conclusion of this meeting, I reviewed his position description again and determined it to be an accurate description of his job functions.

The Dane County Reallocation and Reclassification policy dictates the following factors may be considered in requests for classification reviews: significant and permanent changes in the assigned responsibilities, changes in the level of complexity, changes in the nature of the contacts with others, changes in the organizational impact of the position, changes in the level of supervision received and/or exercised, and changes in the knowledge, skills, and abilities needed to successfully perform in the position. Factors that are not included are: performance of the incumbent, longevity of the incumbent, change in volume of work, personality, and/or financial need.

After meeting with Mr Hauri, Mr. Patten, and reviewing the Dane County Employment Relations reallocation file and supplemental documentation provided provided by the incumbent, it is my recommendation to uphold the denial of the reallocation request. The functions of the position are in alignment with other classifications assigned to the M8 pay grade. This recommendation does not reflect upon the value that Mr. Patten brings to the organization but is based on the duties and responsibilities of the Printing & Services supervisor position he holds. Reallocation and reclassification determinations are based solely on the duties, responsibilities, and requirements of the position, not on the person who is performing those functions.

Sincerely,

Kate Hattery-Groskopf  
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State of Wisconsin Department of Administration  
Division of Personnel Management