

STATE OF IOWA
BEFORE THE PUBLIC EMPLOYMENT RELATIONS BOARD

IN THE MATTER OF:

STATE OF IOWA,
Public Employer,

and

AMERICAN FEDERATION OF STATE, COUNTY
AND MUNICIPAL EMPLOYEES,
IOWA PUBLIC EMPLOYEES COUNCIL 61,
Certified Employee Organization/
Petitioner.

CASE NO. 100789

AMENDMENT OF BARGAINING UNIT AND CERTIFICATION

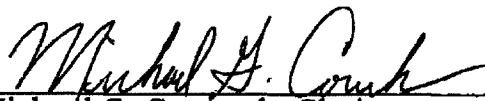
Upon a petition for amendment of bargaining unit duly filed pursuant to Iowa Code section 20.13 and PERB rule 621-4.6(20), the parties filed with the Board a stipulation of bargaining unit as amended, which was tentatively approved by the Board. Public notice of the Board's proposed decision to amend the bargaining unit in accordance with the parties' stipulation was given as required by PERB's rules, and three timely objections to the proposed decision were filed. Following investigation and review by a PERB administrative law judge and subsequent consideration by the Board, those objections were overruled and dismissed in the Board's ruling filed December 30, 2016.

IT IS THEREFORE ORDERED that the bargaining unit of employees of the State of Iowa initially determined in PERB Case Nos. 1135 & 1143 and amended in Case Nos. 1352 and 8308, as well the certification of the American Federation of State, County and Municipal Employees, Iowa Public Employees Council 61, are amended to provide:

- INCLUDED:** All clerical and related employees of the State of Iowa in the classifications set forth in the attached Appendix A.
- EXCLUDED:** All employees of the State of Iowa in classifications not set forth in the attached Appendix A.

Dated at Des Moines, Iowa, this 3rd day of January, 2017.

PUBLIC EMPLOYMENT RELATIONS BOARD

By: 
Michael G. Cormack, Chair

NON-PROFESSIONAL
CLERICAL BARGAINING UNIT

APPENDIX A - INCLUDED CLASSIFICATIONS

State Merit Classifications

<u>Class</u> <u>No.</u>	<u>Classification</u>
00006	Receptionist
00010	Utility Office Worker
00012	Typist
00013	Typist Advanced
00011	Clerk
00017	Clerk - Advanced
00018	Clerk Specialist
00025	Secretary 1
00026	Secretary 2
15002	Secretary 3
00035	Telephone Operator
00060	Word Processor 1
00061	Word Processor 2
00063	Word Processor 3
00114	Information Technology Support Worker 1
00115	Information Technology Support Worker 2
00116	Information Technology Support Worker 3
00117	Information Technology Support Worker 4
00305	Accounting Clerk 1
00306	Accounting Clerk 2
00307	Accounting Clerk 3
04705	Telecommunications Operator
02000	Nursing Unit Coordinator
82000	Nursing Unit Coordinator
06298	Drivers License Clerk
06299	Drivers License Clerk Senior
15051	Licensing Assistant

APPENDIX A -- INCLUDED CLASSIFICATIONS (cont.)

Regents Merit Classifications

<u>Class No.</u>	<u>Classification</u>		
01081	Account Clerk	01071	Secretary I
01091	Account Specialist	01072	Secretary II
01201	Cashier I	01073	Secretary III
01202	Cashier II	01075	Secretary IV
01051	Clerk I	07771	Telecommunications Operator
01052	Clerk II	01601	Veterinary Teaching Hospital Assistant I
01053	Clerk III		
01055	Clerk IV	01602	Veterinary Teaching Hospital Assistant II
01061	Clerk-Typist I		
01062	Clerk-Typist II		
01062	Clerk-Typist III		
01821	Data Entry Operator I		
01822	Data Entry Operator II		
01831	Data Technician I		
01832	Data Technician II		
01833	Data Technician III		
01410	Dietetic Clerk		
01211	Dispatching Clerk		
01301	Editorial Assistant I		
01302	Editorial Assistant II		
08351	Extension Program Assistant I		
08352	Extension Program Assistant II		
08353	Extension Program Assistant III		
07961	Facilities Coordinator		
01311	Health Information Technician I		
01321	Health Information Technician II		
01331	Health Information Technician III		
01801	Key Entry Operator I		
01802	Key Entry Operator II		
01501	Library Assistant I		
01502	Library Assistant II		
01503	Library Assistant III		
1505	Library Assistant IV		
07971	Mail Center Coordinator		
01231	Mail Clerk		
01241	Nursing Unit Clerk		
07830	Parking and Transportation Attendant		
7840	Parking and Transportation Dispatcher I		
7841	Parking and Transportation Dispatcher II		
01401	Patient Account Representative		
01261	Record Analyst I		
01262	Record Analyst II		

STATE OF IOWA
BEFORE THE PUBLIC EMPLOYMENT RELATIONS BOARD

IN THE MATTER OF:)
)
 STATE OF IOWA,)
 Public Employer,)
)
 and)
)
 AMERICAN FEDERATION OF STATE,)
 COUNTY AND MUNICIPAL EMPLOYEES,)
 IOWA PUBLIC EMPLOYEES COUNCIL 61,)
 AFL-CIO,)
 Petitioner/Certified Employee)
 Organization.)

CASE NO. 8308

RECEIVED
 PUBLIC EMPLOYMENT RELATIONS BOARD
 2010 DEC 13 AM 11:41

AMENDMENT OF BARGAINING UNIT AND CERTIFICATION

Upon a petition for amendment of bargaining unit duly filed pursuant to Iowa Code section 20.13 and PERB rule 621-4.6(20), the parties filed with the Board a stipulation of bargaining unit as amended, which was tentatively approved by the Board. A public notice of the Board's proposed decision to amend the bargaining unit in accordance with the parties' stipulation was posted in conformance with PERB's rules, and no objections to the proposed decision were filed.

IT IS THEREFORE ORDERED that the bargaining unit of employees of the State of Iowa originally determined in PERB Case Nos. 1135 and 1143, and amended in PERB Case Nos. 1352 and 2793, and the certification of the American Federation of State, County and Municipal Employees, Iowa Public Employees Council 61, AFL-CIO, are amended to provide:

INCLUDED: All clerical and related employees of the State of Iowa in the classifications set forth in the attached Appendix A.

EXCLUDED: All clerical and related employees of the State of Iowa in the classifications set forth in the attached Appendix B, part-time employees, and all other employees of the State of Iowa.

Dated at Des Moines, Iowa, this 13th day of December, 2010.

PUBLIC EMPLOYMENT RELATIONS BOARD

By: James R. Riordan
 James R. Riordan, Chair

NON-PROFESSIONAL
CLERICAL BARGAINING UNIT

APPENDIX A – INCLUDED CLASSIFICATIONS

State Merit Classifications

<u>Class No.</u>	<u>Classification</u>
00006	Receptionist
00010	Utility Office Worker
00012	Clerk Typist II
00013	Clerk Typist III
00015	Clerk I
00016	Clerk II
00017	Clerk III
00018	Clerk IV
00021	Clerk Steno II
00022	Clerk Steno III
00025	Secretary I
00026	Secretary II
00035	Telephone Operator
00044	Unclaimed Property Officer
00046	Redemption Clerk I
00047	Redemption Clerk II
00060	Word Processor I
00061	Word Processor II
00063	Word Processor III
00071	Military Graves Reg. I
00072	Military Graves Reg. II
00081	Microfilm Operator I
00082	Microfilm Operator II
00083	Microfilm Operator III
00103	Data Entry Operator I
00104	Data Entry Operator II
00111	Systems Support Worker I
00112	Systems Support Worker II
00113	Systems Support Worker III
00275	Treasurer's Asst. Cashier
00276	Treasurer's Cashier
00305	Accounting Clerk I
00306	Accounting Clerk II
00307	Accounting Clerk III
00800	Manpower Aide I
00801	Manpower Aide II
01306	Library Aide
04300	Checker
04705	Teletype Operator
08101	Toll Collector I

State Non-Merit Classifications

<u>Class No.</u>	<u>Classification</u>
14706	Clerk Typist II
14732	Accounting Clerk III
14741	Accounting Clerk II
14743	Secretary
14746	Receptionist
14747	Clerk Steno
20518	Clerk Typist II
20519	Clerk Steno III
30163	Clerk Stenographer
30165	Stenographer
30167	Rehabilitation Aide II
30264	Receptionist & Clerk Steno
30365	Record Clerk
30366	Secretary
30368	Chief Stenographer
30465	Receptionist
30466	Account Clerk I
30468	Statistical Clerk II
30568	Account Clerk II
30766	Statistical Clerk I
30768	Registrar
43038	Secretary/Accountant
43046	Clerk Typist I

APPENDIX A – INCLUDED CLASSIFICATIONS (cont.)

Regents Merit Classifications

<u>Class No.</u>	<u>Classification</u>		
01081	Account Clerk	01071	Secretary I
01091	Account Specialist	01072	Secretary II
01201	Cashier I	01073	Secretary III
01202	Cashier II	01075	Secretary IV
01051	Clerk I	07771	Telecommunications Operator
01052	Clerk II	01601	Veterinary Teaching Hospital Assistant I
01053	Clerk III	01602	Veterinary Teaching Hospital Assistant II
01055	Clerk IV		
01061	Clerk-Typist I		
01062	Clerk-Typist II		
01063	Clerk-Typist III		
01821	Data Entry Operator I		
01822	Data Entry Operator II		
01831	Data Technician I		
01832	Data Technician II		
01833	Data Technician III		
01410	Dietetic Clerk		
01211	Dispatching Clerk		
01301	Editorial Assistant I		
01302	Editorial Assistant II		
08351	Extension Program Assistant I		
08352	Extension Program Assistant II		
08353	Extension Program Assistant III		
07961	Facilities Coordinator		
01311	Health Information Technician I		
01321	Health Information Technician II		
01331	Health Information Technician III		
01801	Key Entry Operator I		
01802	Key Entry Operator II		
01501	Library Assistant I		
01502	Library Assistant II		
01503	Library Assistant III		
07971	Mail Center Coordinator		
01231	Mail Clerk		
01241	Nursing Unit Clerk		
07830	Parking and Transportation Attendant		
01401	Patient Account Representative		
01261	Record Analyst I		
01262	Record Analyst II		

NON-PROFESSIONAL
CLERICAL BARGAINING UNIT

APPENDIX B – EXCLUDED CLASSIFICATIONS

State Merit Classifications

<u>Class No.</u>	<u>Classification</u>
00030	Office Services Supv. I
00031	Office Services Supv. II
00037	Chief Telephone Operator
00108	Data Entry Supervisor I
00109	Data Entry Supervisor II
00132	Data Processing Supervisor
04710	Chief Teletype Operator
08102	Toll Collector II
00763	Personnel Aide

Regents Merit Classifications

<u>Class No.</u>	<u>Classification</u>
1054	Clerk IV (Supervisory)
1803	Key Entry Operator III
1504	Library Assistant IV
1251	Office Coordinator I
1252	Office Coordinator II
1074	Secretary IV (Supervisory)

State Non-Merit Classifications

<u>Class No.</u>	<u>Classification</u>
30193	Office Manager
30373	Clerical Support Supervisor
14740	Executive Secretary
14991	Clerk Typist I
14992	Clerk Typist II
14993	Clerk Typist III
15000	Conf. Secretary I
15001	Conf. Secretary II
15002	Conf. Secretary III
15003	Administrative Secretary
15005	Conf. Clerk Steno I
15006	Conf. Clerk Steno II
15007	Conf. Clerk Steno III
20520	Conf. Secretary I
20521	Conf. Secretary II
20522	Conf. Secretary III
40000	Secretary I
40005	Secretary II
40010	Secretary III
40015	Secretary IV
40040	Clerk Steno II
40046	Clerk Typist II
43040	Confidential Secretary

STATE OF IOWA
BEFORE THE PUBLIC EMPLOYMENT RELATIONS BOARD

STATE OF IOWA,)	
)	
Public Employer,)	CASE NO. 2793
)	
and)	
)	ORDER OF CERTIFICATION
AFSCME (AMERICAN FEDERATION OF STATE,)	
COUNTY AND MUNICIPAL EMPLOYEES) IOWA)	NUNC PRO TUNC
PUBLIC EMPLOYEES COUNCIL 61, AFL-CIO,)	
)	
Petitioner.)	

NOW, on this 30th day of May, 1986, the Board being advised that an election was conducted pursuant to Order of the Board on November 2, 1984, and that a majority of the ballots were cast for AFSCME (American Federation of State, County and Municipal Employees) Iowa Public Employees Council 61, AFL-CIO, an employee organization; and the Board being further advised that said employee organization has complied with all requirements of the Act and the Rules and Regulations thereunder;

IT IS HEREBY ORDERED that as of November 12, 1984, AFSCME (American Federation of State, County and Municipal Employees) Iowa Public Employees Council 61, AFL-CIO should be, and hereby is, designated and certified by this Board to be the exclusive bargaining representative for employees of the State of Iowa, a public employer, in the following bargaining unit:

SEE APPENDIX A ATTACHED

DONE by the Public Employment Relations Board.


JAMES A. McCLIMON, BOARD MEMBER

INCLUDED IN BARGAINING UNIT

NON-PROFESSIONAL
CLERICAL BARGAINING UNIT

<u>Code No.</u>	<u>Classification</u>	<u>Code No.</u>	<u>Classification</u>
00006	Receptionist	REGENTS MERIT CLASSIFICATION	
00010	Utility Office Worker	01081	Account Clerk
00012	Clerk Typist II	01091	Account Specialist
00013	Clerk Typist III	01201	Cashier I
00015	Clerk I	01202	Cashier II
00016	Clerk II	01051	Clerk I
00017	Clerk III	01052	Clerk II
00018	Clerk IV	01053	Clerk III
00021	Clerk Steno II	01061	Clerk-Typist I
00022	Clerk Steno III	01062	Clerk-Typist II
00025	Secretary I	01063	Clerk Typist III
00026	Secretary II	01831	Data Technician I
00035	Telephone Operator	01832	Data Technician II
00044	Unclaimed Property Officer	01833	Data Technician III
00046	Redemption Clerk I	01211	Dispatching Clerk
00047	Redemption Clerk II	01301	Editorial Assistant I
00060	Word Processor I	01302	Editorial Assistant II
00061	Word Processor II	08351	Extension Program Aide I
00063	Word Processor III	08352	Extension Program Aide II
00071	Military Graves Reg. I	08353	Extension Program Aide III
00072	Military Graves Reg. II	01801	Keyentry Operator I
00081	Microfilm Operator I	01802	Keyentry Operator II
00082	Microfilm Operator II	01501	Library Assistant I
00083	Microfilm Operator III	01502	Library Assistant II
00103	Data Entry Operator I	01503	Library Assistant III
00104	Data Entry Operator II	01321	Medical Records Technician I
00111	Systems Support Worker I	01311	Medical Records Technician II
00112	Systems Support Worker II	01241	Nursing Unit Clerk
00113	Systems Support Worker III	07821	Parking Cashier Attendant
00275	Treasurer's Asst. Cashier	04208	Photocopy Operator
00276	Treasurer's Cashier	01261	Record Analyst I
00305	Accounting Clerk I	01262	Record Analyst II
00306	Accounting Clerk II	01071	Secretary
00307	Accounting Clerk III	01072	Secretary II
00800	Manpower Aide I	01073	Secretary III
00801	Manpower Aide II	01851	Statistical Data Processor
01306	Library Aide	07771	Telephone Operator
04300	Checker		
04705	Teletype Operator		
08101	Toll Collector I		

STATE NON-MERIT CLASSIFICATION

14706	Clerk Typist II
14732	Accounting Clerk III
14741	Accounting Clerk II
14743	Secretary
14746	Receptionist
20518	Clerk Typist II
20519	Clerk Steno III
30163	Clerk Stenographer
30165	Stenographer
30167	Rehabilitation Aide II
30264	Receptionist & Clerk Steno
30365	Record Clerk
30366	Secretary
30368	Chief Stenographer
30465	Receptionist
30466	Account Clerk I
30468	Statistical Clerk II
30568	Account Clerk II
30766	Statistical Clerk I
30768	Registrar
43038	Secretary/Accountant
43046	Clerk Typist I

EXCLUDED FROM BARGAINING UNIT

EXEMPT CLERICAL CLASSIFICATIONS
BASED UPON SUPERVISORY RESPONSIBILITY

<u>Code</u>	<u>Classification</u>
<u>No.</u>	
00030	Office Services Supv. I
00031	Office Services Supv. II
00037	Chief Telephone Operator
00108	Data Entry Supervisor I
00109	Data Entry Supervisor II
00132	Data Processing Supervisor
04710	Chief Teletype Operator
08102	Toll Collector II

STATE NON-MERIT CLASSIFICATION

30193	Office Manager
30373	Clerical Support Supervisor

REGENTS MERIT CLASSIFICATION

01054	Clerk IV
01803	Keyentry Operator III
01251	Office Coordinator I
01252	Office Coordinator II
07772	Telephone Operator, Chief
01504	Library Assistant, IV
07831	Parking Cashier
01074	Secretary IV
01331	Medical Records Technician III

EXEMPT CLERICAL CLASSIFICATIONS
BASED UPON CONFIDENTIAL RESPONSIBILITY

00763	Personnel Aide
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STATE NON-MERIT CLASSIFICATION

14740	Executive Secretary
14991	Clerk Typist I
14992	Clerk Typist II
14993	Clerk Typist III
15000	Conf. Secretary I
15001	Conf. Secretary II
15002	Conf. Secretary III
15003	Administrative Secretary
15005	Conf. Clerk Steno I
15006	Conf. Clerk Steno II
15007	Conf. Clerk Steno III
20520	Conf. Secretary I
20521	Conf. Secretary II
20522	Conf. Secretary III
40000	Secretary I
40005	Secretary II
40010	Secretary III
40015	Secretary IV
40040	Clerk Steno II
40046	Clerk Typist II
43040	Confidential Secretary

STATE OF IOWA
PUBLIC EMPLOYMENT RELATIONS BOARD

STATE OF IOWA,
Public Employer,
and
AMERICAN FEDERATION OF STATE, COUNTY AND
MUNICIPAL EMPLOYEES,
Petitioner.

TALLY OF BALLOTS

CASE NO. 2793
DATE ISSUED 11-2-84
TYPE OF ELECTION Mail and Manual

The undersigned, as agent of the Board, hereby certifies that the results of the tabulation of ballots cast in the election held in the above case were as follows:

- 1. Total Number of Eligible Voters. 6000
- 2. Void Ballots. 6
- 3. Votes Cast for American Federation of State, County and Municipal Employees 2377
- 4. Votes Cast for _____ _____
- 5. Votes Cast for _____ _____
- 6. Votes Cast for no employee organization ('No', 'Neither', 'None') 1610
- 7. Valid votes counted (Sum of Lines 3, 4, 5, & 6). 3987
- 8. Unresolved Challenged Ballots. 27
- 9. Maximum possible vote count (Valid votes counted plus unresolved challenged ballots (Line 7 + Line 8)). 4014
- 10. Majority based on maximum possible votes. (Majority of Line 9) . . . 2008
- 11. Minimum vote count in which challenged ballots would determine the outcome of the election. (Line 10 - Line 8). 1881

12. (Check One)
- a. Challenges are sufficient in number to affect the results of the election.
 - b. A majority of the voters HAVE voted for American Federation of State, County and Municipal Employees as their exclusive bargaining representative.
 - c. A majority of the voters HAVE NOT voted for American Federation of State, County and Municipal Employees as their exclusive bargaining representative.

FOR THE BOARD
James H. Sullivan

The undersigned acted as authorized observers in the counting and tabulating of ballots indicated above, and hereby certify that the counting and tabulating were fairly and accurately done, that the secrecy of the ballots was maintained, and that the results were as indicated above. We also acknowledge service of this Tally.

FOR Roger J. [Signature]

FOR William C. [Signature]

SERVICE SHEET

Case Name: State of Iowa Blue Collar Social Services

Case No.: 996 UD Assigned To: _____

Pending: _____ Closed: _____

SERVICES

PARTIES: (Address and Phone Number)

1. State of Iowa
Gene Vernon
Employee Relations Director
State Comptroller's Office
State Capitol
Des Moines

2. Dave Williams - Don Anderson
AFSCME
2550 Hardiny Road 2000 Walker
Des Moines, 50314
50317

3. _____

4. _____

FILED
MAY 25 1982 -10:30 AM
PUBLIC EMPLOYMENT RELATIONS BOARD

STATE OF IOWA
BEFORE THE PUBLIC EMPLOYMENT RELATIONS BOARD

STATE OF IOWA,)	
)	
PUBLIC EMPLOYER)	
)	
AND)	
)	
AFSCME (AMERICAN FEDERATION OF STATE,)	CASF NO. 2202
COUNTY AND MUNICIPAL EMPLOYEES) IOWA)	
PUBLIC EMPLOYEES COUNCIL 61, AFL-CIO,)	
)	
PETITIONER)	

CERTIFICATION OF RESULTS

An election having been conducted under the supervision and direction of the Public Employment Relations Board in accordance with the Rules and Regulations of the Board, and it appearing from the Tally of Ballots that no employee organization has been selected as the exclusive bargaining representative in the unit found appropriate by the Board, and no objections to the election having been filed within the time provided, therefore,

IT IS HEREBY CERTIFIED that a majority of the employees voting have not cast ballots for any employee organization appearing on the ballot, and that, therefore, no such organization is the exclusive representative of the employees in said unit within the meaning of Section 15 of the Public Employment Relations Act.

DATED at Des Moines, Iowa this 25th day of May, 1982.

PUBLIC EMPLOYMENT RELATIONS BOARD

John E. Beamer

JOHN E. BEAMER, CHAIRMAN

John R. Lohrl

JOHN R. LOHRL, BOARD MEMBER

Peter L.J. Pashler

PETER L.J. PASHLER, BOARD MEMBER

INCLUDED IN BARGAINING UNIT

NON-PROFESSIONAL
CLERICAL BARGAINING UNIT

<u>Code</u> <u>No.</u>	<u>Classification</u>
00006	Receptionist
00010	Utility Office Worker
00012	Clerk Typist II
00013	Clerk Typist III
00015	Clerk I
00016	Clerk II
00017	Clerk III
00021	Clerk Steno II
00022	Clerk Steno III
00025	Secretary I
00026	Secretary II
00035	Telephone Operator
00044	Unclaimed Property Officer
00046	Redemption Clerk I
00047	Redemption Clerk II
00060	Word Processor I
00061	Word Processor II
00063	Word Processor III
00071	Military Graves Reg. I
00072	Military Graves Reg. II
00081	Microfilm Operator I
00082	Microfilm Operator II
00083	Microfilm Operator III
00103	Data Entry Operator I
00104	Data Entry Operator II
00111	Systems Support Worker I
00112	Systems Support Worker II
00205	Purchasing Assistant
00275	Treasurer's Asst. Cashier
00276	Treasurer's Cashier
00305	Accounting Clerk I
00306	Accounting Clerk II
00307	Accounting Clerk III
00800	Manpower Aide I
00801	Manpower Aide II
01306	Library Aide
04300	Checker
04705	Teletype Operator
08101	Toll Collector I

INCLUDED IN BARGAINING UNIT

NON-PROFESSIONAL
CLERICAL BARGAINING UNITState Non-Merit Classification

<u>Code</u> <u>No.</u>	<u>Classification</u>
14706	Clerk Typist II
14732	Accounting Clerk III
14741	Accounting Clerk II
14743	Secretary
14746	Receptionist
20518	Clerk Typist II
20519	Clerk Steno III
30163	Clerk Stenographer
30165	Stenographer
30167	Rehabilitation Aide II
30264	Receptionist and Clerk Steno
30365	Record Clerk
30366	Secretary
30368	Chief Stenographer
30465	Receptionist
30466	Account Clerk I
30468	Statistical Clerk II
30568	Account Clerk II
30766	Statistical Clerk I
30768	Registrar
43038	Secretary/Accountant
43046	Clerk Typist I

INCLUDED IN BARGAINING UNIT

NON-PROFESSIONAL
CLERICAL BARGAINING UNITRegents Merit Classification

<u>Code</u> <u>No.</u>	<u>Classification</u>
01081	Account Clerk
01091	Account Specialist
01201	Cashier I
01202	Cashier II
01051	Clerk I
01052	Clerk II
01053	Clerk III
01061	Clerk-Typist I
01062	Clerk-Typist II
01063	Clerk-Typist III
01831	Data Technician I
01832	Data Technician II
01833	Data Technician III
01211	Dispatching Clerk
01301	Editorial Assistant I
01302	Editorial Assistant II
08351	Extension Program Aide I
08352	Extension Program Aide II
08353	Extension Program Aide III
01801	Keyentry Operator I
01802	Keyentry Operator II
01501	Library Assistant I
01502	Library Assistant II
01503	Library Assistant III
01321	Medical Records Technician II
01311	Medical Records Technician I
01241	Nursing Unit Clerk
07821	Parking Cashier Attendant
04208	Photocopy Operator
01261	Record Analyst I
01262	Record Analyst II
01071	Secretary
01072	Secretary II
01073	Secretary III
01851	Statistical Data Processor
07771	Telephone Operator

EXCLUDED FROM BARGAINING UNIT

EXEMPT CLERICAL CLASSIFICATIONS
BASED UPON SUPERVISORY RESPONSIBILITY

<u>Code No.</u>	<u>Classification</u>
00018	Clerk IV
00030	Office Services Supv. I
00031	Office Services Supv. II
00037	Chief Telephone Operator
00108	Data Entry Supervisor I
00109	Data Entry Supervisor II
00132	Data Processing Supervisor
04710	Chief Teletype Operator
08102	Toll Collector II

State Non-Merit Classification

<u>Code No.</u>	<u>Classification</u>
30193	Office Manager
30373	Clerical Support Supervisor

Regents Merit Classification

<u>Code No.</u>	<u>Classification</u>
01054	Clerk IV
01803	Keyentry Operator III
01251	Office Coordinator I
01252	Office Coordinator II
07772	Telephone Operator, Chief
01504	Library Assistant, IV
07831	Parking Cashier
01074	Secretary IV
01331	Medical Records Technician III

EXCLUDED FROM BARGAINING UNIT

EXEMPT CLERICAL CLASSIFICATIONS
BASED UPON CONFIDENTIAL RESPONSIBILITY

State Merit Classification

<u>Code No.</u>	<u>Classification</u>
00763	Personnel Aide

State Non-Merit Classification

<u>Code No.</u>	<u>Classification</u>
14740	Executive Secretary
14991	Clerk Typist I
14992	Clerk Typist II
14993	Clerk Typist III
15000	Conf. Secretary I
15001	Conf. Secretary II
15002	Conf. Secretary III
15003	Administrative Secretary
15005	Conf. Clerk Steno I
15006	Conf. Clerk Steno II
15007	Conf. Clerk Steno III
20520	Conf. Secretary I
20521	Conf. Secretary II
20522	Conf. Secretary III
40000	Secretary I
40005	Secretary II
40010	Secretary III
40015	Secretary I
40040	Clerk Steno II
40046	Clerk Typist II
43040	Confidential Secretary

STATE OF IOWA
BEFORE THE PUBLIC EMPLOYMENT RELATIONS BOARD

IN THE MATTER OF:

STATE OF IOWA,
Public Employer

and

AMERICAN FEDERATION OF STATE, COUNTY
AND MUNICIPAL EMPLOYEES, AFL-CIO,
COUNCIL 61,
Petitioner

CASE NO. 1352

(Amending Case Nos. 1135
& 1143)

DECISION AND ORDER

On August 20, 1979, the Public Employment Relations Board (hereinafter the Board), granted AFSCME Council 61's request to withdraw AFSCME's bargaining representative determination petition in PERB Case No. 1352. Prior to said withdrawal the above-named parties filed with the Board a stipulation of bargaining unit amending the Board determined bargaining units in Case Nos. 1135 and 1143. The above-named parties have informed the Board of their desire that the Board endorse the stipulation as final.

Said stipulation having been tentatively approved by the Board and posted in conformance with the Board's rules and regulations, and no objections having been filed thereto, and the Board having no objections, the Board finds that the following constitutes a unit appropriate for the purposes of collective bargaining within the meaning of Section 13.2 of the Public Employment Relations Act:

INCLUDED: All clerical and related employees of the State of Iowa as set forth in Appendix A. (See attached sheets)

EXCLUDED: Management, supervisory, confidential, part-time and all employees of the State of Iowa in the classifications listed as "Exempt" in Appendix A, and all other employees of the State of Iowa. (See attached sheets)

DATED at Des Moines, Iowa this 13th day of September, 1979.

John E. Beamer

JOHN E. BEAMER, CHAIRMAN

Vernon C. Cook

VERNON C. COOK, BOARD MEMBER

John R. Loihl

JOHN R. LOIHL, BOARD MEMBER

NON-PROFESSIONAL
CLERICAL BARGAINING UNIT

<u>Code No.</u>	<u>Classification</u>
00006	Receptionist
00010	Utility Office Worker
00012	Clerk Typist II
00013	Clerk Typist III
00015	Clerk I
00016	Clerk II
00017	Clerk III
00021	Clerk Steno II
00022	Clerk Steno III
00025	Secretary I
00026	Secretary II
00027	Secretary III
00035	Telephone Operator
00044	Unclaimed Property Officer
00046	Redemption Clerk I
00047	Redemption Clerk II
00060	Power Typist I
00061	Power Typist II
00071	Military Graves Reg. I
00072	Military Graves Reg. II
00081	Microfilm Operator I
00082	Microfilm Operator II
00083	Microfilm Operator III
00103	Data Entry Operator I
00104	Data Entry Operator II
00115	Data Processing Librarian
00130	Data Processing Operator
00205	Purchasing Assistant
00230	Liquor Stock Cont. Supervisor I
00275	Treasurer's Asst. Cashier
00276	Treasurer's Cashier
00305	Accounting Clerk I
00306	Accounting Clerk II
00307	Accounting Clerk III
00800	Manpower Aide I
00801	Manpower Aide II
01306	Library Aide
04300	Checker
04705	Teletype Operator
08101	Toll Collector I

NON-PROFESSIONAL
CLERICAL BARGAINING UNIT

State Non-Merit Classification

<u>Code No.</u>	<u>Classification</u>
14732	Accounting Clerk III
14741	Accounting Clerk II
14743	Secretary
14744	Secretary II
14746	Receptionist
14747	Clerk Steno
20518	Clerk Typist II
20519	Clerk Steno III
30163	Clerk Stenographer
30165	Stenographer
30167	Rehabilitation Aide II
30264	Receptionist and Clerk. Steno.
30365	Record Clerk
30366	Secretary
30368	Chief Stenographer
30465	Receptionist
30466	Account Clerk I
30468	Statistical Clerk II
30563	Rehabilitation Aide I
30564	Statistical Clerk
30568	Account Clerk II
30766	Statistical Clerk I
30768	Registrar
43038	Secretary/Accountant

NON-PROFESSIONAL
CLERICAL BARGAINING UNIT

Regents Merit Classification

<u>Code</u> <u>No.</u>	<u>Classification</u>
01081	Account Clerk
01091	Account Specialist
01201	Cashier I
01202	Cashier II
01051	Clerk I
01052	Clerk II
01053	Clerk III
01061	Clerk-Typist I
01062	Clerk-Typist II
01063	Clerk-Typist III
01831	Data Technician I
01832	Data Technician II
01833	Data Technician III
01211	Dispatching Clerk
01301	Editorial Assistant I
01302	Editorial Assistant II
08351	Extension Program Aide I
08352	Extension Program Aide II
08353	Extension Program Aide III
01801	Keyentry Operator I
01802	Keyentry Operator II
01501	Library Assistant I
01502	Library Assistant II
01503	Library Assistant III
01321	Medical Audit Technician
01311	Medical Records Clerk
01241	Nursing Unit Clerk
07821	Parking Cashier Attendant
04208	Photocopy Operator
01261	Record Analyst I
01262	Record Analyst II
01071	Secretary I
01072	Secretary II
01073	Secretary III
01851	Statistical Data Processor
07771	Telephone Operator

EXEMPT CLERICAL CLASSIFICATIONS
BASED UPON SUPERVISORY RESPONSIBILITY

State Merit Classification

<u>Code No.</u>	<u>Classification</u>
00018	Clerk IV
00030	Office Services Supv. I
00031	Office Services Supv. II
00037	Chief Telephone Operator
00108	Data Entry Supervisor I
00109	Data Entry Supervisor II
00132	Data Processing Supervisor
04710	Chief Teletype Operator
08102	Toll Collector II

State Non-Merit Classification

<u>Code No.</u>	<u>Classification</u>
30193	Office Manager
30373	Clerical Support Supervisor

Regents Merit Classification

<u>Code No.</u>	<u>Classification</u>
01054	Clerk IV
01873	Keyentry Operator III
01251	Office Coordinator I
01252	Office Coordinator II
07742	Telephone Operator, Chief
01504	Library Assistant IV
07831	Parking Cashier, Supervisor
01074	Secretary IV

EXEMPT CLERICAL CLASSIFICATIONS
BASED UPON CONFIDENTIAL RESPONSIBILITY

State Merit Classification

<u>Code No.</u>	<u>Classification</u>
00763	Personnel Aide

State Non-Merit Classification

<u>Code No.</u>	<u>Classification</u>
14740	Executive Secretary
14991	Clerk Typist I
14992	Clerk Typist II
14993	Clerk Typist III
15000	Conf. Secretary I
15001	Conf. Secretary II
15002	Conf. Secretary III
15003	Administrative Secretary
15005	Conf. Clerk Steno I
15006	Conf. Clerk Steno II
15007	Conf. Clerk Steno III
20520	Conf. Secretary I
20521	Conf. Secretary II
20522	Conf. Secretary III
40000	Secretary I
40005	Secretary II
40010	Secretary III
40015	Secretary IV
40040	Clerk Steno II
40046	Clerk Typist II
43040	Confidential Secretary

STATE MERIT CLASSIFICATION

<u>Code No.</u>	<u>Classification</u>
00006	Receptionist
00010	Utility Office Worker
00011	Clerk Typist I
00012	Clerk Typist II
00013	Clerk Typist III
00015	Clerk I
00016	Clerk II
00017	Clerk III
00020	Clerk Steno I
00021	Clerk Steno II
00022	Clerk Steno III
00023	Dictating Machine Transcriber
00025	Secretary I
00026	Secretary II
00027	Secretary III
00035	Telephone Operator
00044	Unclaimed Property Officer
00046	Redemption Clerk I
00047	Redemption Clerk II
00060	Power Typist I
00061	Power Typist II
00071	Military Graves Reg. I
00072	Military Graves Reg. II
00081	Microfilm Operator I
00082	Microfilm Operator II
00083	Microfilm Operator III
00103	Data Entry Operator I
00104	Data Entry Operator II
00115	Data Processing Librarian
00130	Data Processing Operator
00205	Purchasing Assistant
00230	Liquor Stock Cont. Supervisor I
00275	Treasurer's Asst. Cashier
00276	Treasurer's Cashier
00305	Accounting Clerk I
00306	Accounting Clerk II
00307	Accounting Clerk III
00800	Manpower Aide I
00801	Manpower Aide I
01306	Library Aide
04300	Checker
04705	Teletype Operator
08101	Toll Collector I

STATE NON-MERIT CLASSIFICATION

14732	Accounting Clerk III
14741	Accounting Clerk II
14743	Secretary
14744	Secretary II
14746	Receptionist
14747	Clerk Steno

<u>Code No.</u>	<u>Classification</u>
20518	Clerk Typist II
20519	Clerk Steno III
30163	Clerk Stenographer
30165	Stenographer
30167	Rehabilitation Aide II
30264	Receptionist & Clerk Steno
30365	Record Clerk
30366	Secretary
30368	Chief Stenographer
30465	Receptionist
30466	Account Clerk I
30468	Statistical Clerk II
30563	Rehabilitation Aide I
30564	Statistical Clerk
30568	Account Clerk II
30766	Statistical Clerk I
30768	Registrar
43038	Secretary/Accountant

RECENTS MERIT CLASSIFICATION

01001	Account Clerk
01091	Account Specialist
01201	Cashier I
01202	Cashier II
01051	Clerk I
01052	Clerk II
01053	Clerk III
01061	Clerk-Typist I
01062	Clerk-Typist II
01063	Clerk-Typist III
01831	Data Technician I
01832	Data Technician II
01833	Data Technician III
01211	Dispatching Clerk
01301	Editorial Assistant I
01302	Editorial Assistant II
08351	Extension Program Aide I
08352	Extension Program Aide II
08353	Extension Program Aide III
01801	Keyentry Operator I
01802	Keyentry Operator II
01501	Library Assistant I
01502	Library Assistant II
01503	Library Assistant III
01321	Medical Audit Technician
01311	Medical Records Clerk
01241	Nursing Unit Clerk
07821	Parking Cashier Attendant
04208	Photocopy Operator
01261	Record Analyst I
01262	Record Analyst II
01071	Secretary I
01072	Secretary II
01073	Secretary III
01074	Secretary IV
01851	Statistical Data Processor
07771	Telephone Operator

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STATE OF IOWA PUBLIC EMPLOYMENT RELATIONS BOARD
BEFORE THE PUBLIC EMPLOYMENT RELATIONS BOARD

IN THE MATTER OF:)	
STATE OF IOWA,)	
Public Employer/Respondent)	
and)	CASE NOS.
AFSCME, IOWA PUBLIC EMPLOYEES)	1352 & 1425
COUNCIL 61, AFL-CIO,)	
Petitioner/Complainant)	

RULING ON MOTIONS

William C. Snyder, Hearing Officer. Upon Objections to Conduct affecting the outcome of an election filed pursuant to Rule 5.4(2) of the Rules and Regulations of the Public Employment Relations Board, Section 660, Iowa Administrative Code, and a complaint filed pursuant to Section 11 of the Public Employment Relations Act and Chapter 3 of the Rules and Regulations of the Board, a hearing was held in Des Moines, Iowa, on May 22, 1979. At the hearing, the State of Iowa appeared by Mr. Gene Vernon, Director of Employee Relations, and AFSCME, Iowa Public Employees Council 61, AFL-CIO appeared by Mr. John L. Ayers, Attorney At Law.

At hearing, the parties waived presentation of evidence and testimony and stipulated as follows:

STIPULATION BETWEEN AFSCME COUNCIL 61
AND STATE OF IOWA

Based upon an investigation initiated and conducted by the office of the Executive Director of the Public Employment Relations Board, the State of Iowa and AFSCME Council 61 stipulate to the following facts regarding the objections in PERB Case No. 1352:

- 1) That 69 of the mail ballots were unclaimed by eligible voters.
- 2) That seven mail ballots not returned by voters were not properly marked by the

the post office so that date of receipt cannot be determined.

3) That 50 mail ballots were delivered by the post office after January 24, 1979.

Based upon these facts, the parties stipulate that 125 voters were effectively deprived of an opportunity to vote. Depriving these voters of an opportunity to vote did effect the results of the election, within the meaning of Rule 5.4(3) of the Rules and Regulations of the Public Employment Relations Board.

The above events were beyond the control of the State of Iowa, AFSCME Council 61 and the Public Employment Relations Board.

The parties stipulate that PERB should conduct a new election in November, 1979.

Based upon their stipulation, the parties jointly moved that:

- 1) The election conducted in January, 1979 be set aside.
- 2) A new election be conducted in November, 1979, and
- 3) The pleadings in Case No. 1352 be amended to conform to the proof.

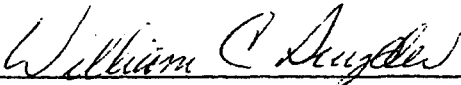
AFSCME, Iowa Public Employees Council 61 further moved to withdraw the complaints filed in Case No. 1425 pursuant to Rule 3.6(20) of the Board's Rules and Regulations.

I have reviewed the stipulation as submitted by the parties. The public policy of the Public Employment Relations Act is to "promote harmonious and cooperative relationships between government and its employees." It is the opinion of the undersigned that this policy is best served when the election of any employee organization is not clouded by doubts such as those raised by the Objections to the January, 1979, election and the Prohibited Practice Complaint. The Stipulation indicates the ability of the parties to cooperate in resolving the sensitive issues raised by the Objections and the Complaint. Accordingly, I issue the following Order.

ORDER

IT IS HEREBY ORDERED that the motions by the parties are hereby granted. The election conducted in January, 1979, is hereby set aside and a new election shall be conducted in November, 1979. The Pleadings in Case No. 1352 are hereby amended to conform to the proof. The complaints in Case No. 1425 are hereby dismissed pursuant to Rule 3.6(20).

DATED at Des Moines, Iowa, this 22nd day of May, 1979.



WILLIAM C. SNYDER, HEARING OFFICER

STATE OF IOWA
BEFORE THE
PUBLIC EMPLOYMENT RELATIONS BOARD

IN THE MATTER OF:
STATE OF IOWA,
Public Employer
and
AMERICAN FEDERATION OF STATE, COUNTY AND
MUNICIPAL EMPLOYEES, AFL-CIO, COUNCIL 61,
Petitioner

CASE NO. 1352

I hereby certify that on September 13, 1979, I sent a
copy of the enclosed Decision and Order
in Case No. 1352 to the following parties of record and their
representatives at the addresses indicated by United States Mail
with sufficient postage affixed thereto:

FIRST CLASS MAIL

Mr. I. A. Kramer
AFSCME International Area Director
AFSCME/Iowa Council 61
2000 Walker Suite C
Des Moines, IA 50317

Mr. Steve Watson
Employee Relations
Comptroller's Office
State Capitol
L O C A L

MAR 23 1978 -2 30 PM

PUBLIC EMPLOYMENT RELATIONS BOARD

STATE OF IOWA
BEFORE THE PUBLIC EMPLOYMENT RELATIONS BOARD

IN THE MATTER OF:

STATE OF IOWA,
PUBLIC EMPLOYER

AND

STAFF EMPLOYEES COLLECTIVE
ORGANIZATION,
EMPLOYEE ORGANIZATION

AND

AMERICAN FEDERATION OF STATE,
COUNTY AND MUNICIPAL EMPLOYEES,
EMPLOYEE ORGANIZATION

CASE NOS. 1135
1143

DECISION AND ORDER

These cases were heard before the full Public Employment Relations Board on January 10, 1978, pursuant to petitions filed by the State of Iowa and Staff Employees Collective Organization. Case 1135, filed by Staff Employees Collective Organization, requests determination of an appropriate unit including all clerical employees employed under the Board of Regents merit system. Case 1143, filed by the State of Iowa, requests determination of a single unit of all clerical employees of the state, including the Board of Regents and all other departments of state government.

The State of Iowa (hereinafter the State) appeared at hearing by its director of employee relations, Gene Vernon. Staff Employees Collective Organization (hereinafter SECO) appeared by its counsel, J. Patrick White. Intervenor American Federation of State, County and Municipal Employees (hereinafter AFSCME) appeared by its counsel Raymond E. Conley. All parties were afforded full opportunity to present evidence at hearing and to file post-hearing briefs.

FINDINGS OF FACT

There are approximately 7,000 state employees at issue in this case, all of whom fall within the general category of clerical employees. In approximate terms, 3,000 of those employees work at Board of Regents institutions. The remaining 4,000 are scattered throughout all the remaining departments of state government.

The Regents' employees work pursuant to a separate merit system established for them. Consequently, the job classifications for Regents' clericals are not identical to those for their counterparts under the general state merit system, although there are obvious similarities. According to the director of the Regents' merit system, job classifications in the Regents' service must be approved by the State Merit Commission, and there has been an attempt to harmonize the two systems. The differences that do exist are, for the most part, an attempt to more directly meet the needs of the Regents' institutions, with the particular classifications tailored to the educational or institutional setting.

There are, therefore, some differences in the number of classifications and in the titles used. The pay rates for similar jobs are approximately equal, although the Regents' pay plan has more merit steps in each range and operates somewhat differently than the general state system. And while employees may transfer within their respective merit systems, a Regents' employee cannot transfer to another state department. Similarly, a clerical employee working under the state merit system cannot transfer to a similar position within the Regents' system.

Grievance procedures under the two merit systems are largely parallel with one exception: the final step under the Regents' system is final and binding grievance arbitration with mutual selection of a neutral arbitrator by the parties; the final step

under the state system is a hearing and determination by the full Merit Commission. Some other categories of employees under the state merit system are, however, governed by a grievance procedure ending in binding arbitration pursuant to a collective bargaining agreement.

In very general terms, Regents' clerical employees are located on the campuses of the three state universities, and employees under the state merit system are located in Des Moines. There are, however, a large number of non-Regents' clericals in Ames with the Department of Transportation, and in the capital complex there are clerical employees from both merit systems working in the same building.

Witnesses called on behalf of SECO testified that its major organizational efforts have been concentrated within the Regents' system and that it has found less interest in collective bargaining among the employees under the state merit system.

CONCLUSIONS OF LAW

All parties in this case are in apparent agreement on the general appropriateness of grouping clerical employees together for collective bargaining purposes. The unresolved issue is whether these employees should be placed in one or two bargaining units. The State requests determination of a single unit for all such employees, and AFSCME concurs in that position. SECO, on the other hand, seeks a separate unit encompassing only the clerical employees under the Regents' merit system.

Section 13 of the Act requires that, in determining an appropriate unit or units for collective bargaining purposes, the Board consider, in addition to any other relevant factors, the following:

(T)he principles of efficient administration of government, the existence of a community of interest among public employees, the history and extent of public

employee organization, geographical location, and the recommendations of the parties involved.

In Des Moines Independent Community School District, PERB Case Nos. 21, 125 and 126 (1975), we defined the "principles of efficient administration of government" to require for any one employer the smallest number of bargaining units consistent with meaningful and effective representation of the employees involved. Since that time we have consistently held that similar types of employees performing similar duties are to be included in a single unit unless one of the remaining factors in Section 13 compels smaller bargaining units. Generally, however, the result has been the establishment of bargaining units based upon broad occupational groupings. Polk County, PERB Case Nos. 120, 227, 276 and 339 (1975); Woodbury County, PERB Case Nos. 46, 118 and 470 (1975); State of Iowa, PERB Case No. 930 (1977); State of Iowa, PERB Case No. 1071 (1977). Applying that standard to this case, a single unit of all clerical employees best meets this statutory criterion and should thus be found appropriate unless some other factor compels a different result.

A community of interest among public employees is generally found to exist where their similarities demonstrate that their interests and concerns regarding matters subject to collective bargaining are largely compatible. In other words, where employees are subject to similar benefits and conditions of employment, and have similar qualifications, training, skills, and general duties or functions, they are generally considered to have a community of interest for purposes of collective bargaining. Such a community of interest is usually determined upon occupational or job-function lines, and not by geographical proximity, although the latter may in some instances be a factor.

SECO argues that because Regents' employees are subject to

a merit system unique to themselves, their community of interest is separate and distinct from other state employees. We do not agree. It is true that there are differences between the two systems, but there are also great similarities. And the differences that do exist are not, in our judgment, sufficient to require the determination of separate bargaining units for the employees of each merit system, particularly in view of the substantial similarities in general job duties and functions, training, skills, and qualifications. It is, simply, difficult to find that these employees do not share a sufficient community of interest to be combined in a single unit.

That is not to say that a poll of the employees would not indicate a general desire on the part of Regents' clericals to be separate from other state employees. Likewise, however, it is likely that University of Iowa employees would prefer to remain separate from their counterparts in the other state universities and that, perhaps, clerical employees in the University of Iowa hospitals would prefer to remain separate from other clerical employees at the University of Iowa. But upon examination of those factors that determine the boundaries of a community of interest for collective bargaining purposes, and in light of our application of the "efficient administration of government" criterion, we believe that a single unit of all clerical and related employees best meets the requirement that employees grouped together for bargaining purposes share a community of interest.

The remaining statutory factors for our consideration do not appear to require a different result. There has been no history of bargaining for any of the employees under consideration here. Although SECO has apparently concentrated its organizational efforts within the Regents system, and has found less interest in organization outside those institutions, that alone is not, in

our judgment, controlling. Geographical location can be considered at best a minor factor; either composition would result in a large geographic distribution of unit employees. And the recommendations of parties are disparate.

Two other factors deserve comment, however. First, SECO alleges that because AFSCME currently represents approximately 13,000 state employees, representation of these employees by a different organization might be desirable. Presumably, the determination of a separate unit for Regents' clerical employees would enhance the likelihood of SECO's attainment of representation rights for those employees. Although this may be true, we do not believe it is a proper consideration for us. Our role is to determine an appropriate bargaining unit for these employees, not to determine which employee organization should represent them -- that is for the employees to decide by secret ballot. We cannot deny that our determination of the appropriate unit structure may in some cases affect which organization has the best chance of ultimately gaining certification. But for that very reason we must be extremely cautious that our role remains one of determining appropriate units and not of imposing our judgment of the most appropriate bargaining agent on the employees. It is not our prerogative to make unit determinations on the basis of our choice of the best union to represent state employees.

Secondly, SECO argues that separate departmental units were found appropriate for blue collar employees and that those determinations are dispositive of the issue before us here. We do not agree. Separate blue collar units were found appropriate on the basis of stipulations entered into by all interested parties during those unit determinations. But they were stipulations, and in approving them we specifically stated that we were not precluding a later finding that a more inclusive blue collar

unit would not also be appropriate. Those units were, of course, consolidated and now comprise a larger unit based on a broad occupational grouping more consistent with our other unit determinations for state employees.

In summary, we believe that a proper balancing of the statutory factors requires a determination that a single unit for all clerical employees is appropriate for collective bargaining purposes, and that the differences between Regents' clerical employees and their counterparts in other state departments are not sufficient so as to compel a separate unit for Regents' clericals. The appropriate unit is, therefore:

All clerical and related employees of the state of Iowa as set forth under "inclusions" in appendix A, but excluding those classifications set forth under "exclusions" in appendix A, all other persons excluded by section 4 of the Act, and all other employees of the State of Iowa. 1/

DATED at Des Moines, Iowa this 23rd day of March, 1978.

PUBLIC EMPLOYMENT RELATIONS BOARD

John E. Beamer

JOHN E. BEAMER, CHAIRMAN

Vernon C. Cook

VERNON C. COOK, BOARD MEMBER

John R. Loihl

JOHN R. LOIHL, BOARD MEMBER

1/ We note that the particular inclusions and exclusions have neither been stipulated to by the parties nor determined by us.

CEO 897

INCLUSIONS

State Merit Classification

<u>Code</u>	<u>Classification</u>
<u>No.</u>	
00006	Receptionist
00010	Utility Office Worker
00011	Clerk Typist I
00012	Clerk Typist II
00013	Clerk Typist III
00015	Clerk I
00016	Clerk II
00017	Clerk III
00018	Clerk IV
00020	Clerk Steno I
00021	Clerk Steno II
00022	Clerk Steno III
00023	Dictating Machine Transcriber
00025	Secretary I
00026	Secretary II
00027	Secretary III
00035	Telephone Operator
00037	Chief Telephone Operator
00044	Unclaimed Property Officer
00046	Redemption Clerk I
00047	Redemption Clerk II
00050	Medical Coding Clerk
00055	Driver's Lic. Exam. Clerk
00060	Power Typist I
00061	Power Typist II
00071	Military Graves Reg. I
00072	Military Graves Reg. II
00081	Microfilm Operator I
00082	Microfilm Operator II
00083	Microfilm Operator III
00103	Data Entry Operator I
00104	Data Entry Operator II
00115	Data Processing Librarian
00130	Data Processing Operator
00205	Purchasing Assistant
00230	Liquor Stock Cont. Supervisor I
00275	Treasurer's Asst. Cashier
00276	Treasurer's Cashier
00305	Accounting Clerk I
00306	Accounting Clerk II
00307	Accounting Clerk III
00763	Personnel Aide
00800	Manpower Aide I
00801	Manpower Aide II
01305	Library Aide I
01306	Library Aide II
04300	Checker
04705	Teletype Operator
08101	Toll Collector I

INCLUSIONS

(continued)

Regents Merit Classification

<u>Code No.</u>	<u>Classification</u>
01081	Account Clerk
01091	Account Specialist
01201	Cashier I
01202	Cashier II
01051	Clerk I
01052	Clerk II
01053	Clerk III
01054	Clerk IV
01061	Clerk-typist I
01062	Clerk-typist II
01063	Clerk-Typist III
01831	Data Technician I
01832	Data Technician II
01833	Data Technician III
01211	Dispatching Clerk
01301	Editorial Assistant I
01302	Editorial Assistant II
08351	Extension Program Aide I
08352	Extension Program Aide II
353	Extension Program Aide III
01801	Keyentry Operator I
01802	Keyentry Operator II
01501	Library Assistant I
01502	Library Assistant II
01503	Library Assistant III
01321	Medical Audit Technician
01311	Medical Records Clerk
01241	Nursing Unit Clerk
07821	Parking Cashier Attendant
04208	Photocopy Operator
01261	Record Analyst I
01262	Record Analyst II
01071	Secretary I
01072	Secretary II
01073	Secretary III
01074	Secretary IV
01851	Statistical Data Processor
07771	Telephone Operator

INCLUSIONS

(continued)

State Non-Merit Classification

<u>Code No.</u>	<u>Classification</u>
14732	Accounting Clerk III
14741	Accounting Clerk II
14743	Secretary
14744	Secretary II
14746	Receptionist
14747	Clerk Steno
20518	Clerk Typist II
20519	Clerk Steno III
30163	Clerk Stenographer
30165	Stenographer
30167	Rehabilitation Aide II
30264	Receptionist and Clerk Steno
30365	Record Clerk
30366	Secretary
30368	Chief Stenographer
30465	Receptionist
30466	Account Clerk I
30468	Statistical Clerk II
30563	Rehabilitation Aide I
30564	Statistical Clerk
30568	Account Clerk II
30766	Statistical Clerk I
30768	Registrar
43038	Secretary/Accountant

EXCLUSIONS

State Merit Classification

<u>Code</u>	
<u>No.</u>	<u>Classification</u>
00030	Office Services Supv. I
00031	Office Services Supv. II
00062	Power Typist Supervisor
00108	Data Entry Supervisor I
00109	Data Entry Supervisor II
00132	Data Processing Supervisor
04710	Chief Teletype Operator
08102	Toll Collector II

State Non-Merit Classification

<u>Code</u>	
<u>No.</u>	<u>Classification</u>
14740	Executive Secretary
30193	Officer Manager
30373	Clerical Support Supervisor

Regents Merit Classification

<u>Code</u>	
<u>No.</u>	<u>Classification</u>
01803	Keyentry Operator III
01251	Office Coordinator I
01252	Office Coordinator II
07772	Telephone Operator, Chief
01504	Library Assistant IV
07831	Parking Cashier, Chief