



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

STATE HUMAN RESOURCES DIVISION | DIRECTOR'S REVIEW PROGRAM

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September 27, 2016

TO: Connie Goff
Rules and Appeals Section Chief

FROM: Christa Biasi
Director's Review Specialist

SUBJECT: Thomas Chasse v. Eastern Washington University (EWU)
Allocation Review Request ALLO-16-023

Director's Determination

This position review is based on the work performed for the six-month period prior to December 4, 2015, the date EWU Human Resources (EWU HR) received Thomas Chasse's request for a reallocation. As the Director's Review Specialist, I carefully considered all the exhibits, any written communication provided and the information obtained during the Director's Review Conference. Based on my review and analysis of Mr. Chasse's assigned job duties; I conclude his position is properly allocated to an Engineering Technician 3 (ET 3).

Background

On December 4, 2015, Mr. Chasse submitted a Position Description Form (PRR) (Exhibit 5) to EWU HR requesting reallocation from an ET 3 to an Information Technology Specialist 3 (ITS 3).

By memorandum dated March 9, 2016, Kim Davis, Human Resource Associate, notified Mr. Chasse that his position would be reallocated to an ET 3 (Exhibit 1).

The Director's Review Conference via telephone conference on August 25, 2016. Present at the telephone conference were Thomas Chasse, Joan Ahl, Washington Federation of State Employees (WFSE), Mark Lindsay, Supervisor, Joe Swinyard, Director of Facilities Maintenance and Kim Davis, EWU HR.

Rationale for Director's Determination

The purpose of a position review is to determine which classification best describes the overall duties and responsibilities of a position. A position review is neither a measurement of the volume of work performed, nor an evaluation of the expertise with which that work is performed.

A position review is a comparison of the duties and responsibilities of a particular position to the available classification specifications. This review results in a determination of the class that best describes the overall duties and responsibilities of the position. *Liddle-Stamper v. Washington State University*, PAB Case No. 3722-A2 (1994).

Organizational Structure

Energy Management supports and ensures that the environmental systems that control the temperature throughout the campus buildings are running efficiently and effectively for staff and students.

Position Purpose

As summarized in the PDF (Exhibits B-5), Mr. Chasse states his position purpose is as follows:

Working for Facilities Maintenance, in the Energy Management Department, I independently maintain the ever expanding Energy Management Systems, including the 5 software applications, databases, backups, restores, new equipment installs and setups. I troubleshoot network communication issues, both Ethernet and MS/TP and setup end user workstations, Static IP Ethernet or Web App. I create Animated Graphics, with imbedded alpha numeric data fields, displaying REAL TIME information, providing the Energy Management Techs, the Rozell Plant Operators, the HVAC/R Techs, Construction and Planning Personnel and off site Engineers, a comprehensive pictorial view of our HVAC Systems, Chiller Plant and Energy Usage Metering System. I continually monitor the performance of each system and modify the logic programs, within the equipment controllers, to achieve better Energy Usage, to lower building operational costs.

Duties and Responsibilities (Exhibit B-5)

- 40% Applications System Administrator
Our Energy Management System, resides on 4 Windows 2008 Servers, (just recently upgraded from Windows 2003 Servers, per State Mandate). Each running a different vendors Application Software, consisting of the "Graphical User Interface" and the "Logic Program Creator/Compiler".
- a) Modify Global Controller Logic, to achieve better System Performance, as a goal to lower building Energy usage.
 - b) Modify graphics, so graphics of our equipment, brought online 14 years ago, 7 years ago or 3 years ago be as similar to any equipment brought online this year. Also try to make the functions within a graphic, the same whichever Vender's Software is being used.
 - c) Backing up the logic programs in the field devices regularly and whenever a device's logic is modified to improve a systems functional performance.
 - d) Back up Graphics regularly and when they have been modified, to add clarification.
 - e) When Graphics are modified, each must be individually saved as a HTML into the correct INET directory, for the WEB Interface to use.
 - f) Schedule "Down Times" with OIT - Windows Server Team, to allow them time to apply Windows Updates and Patches or to work on a request, generated by me.
 - g) Perform regularly scheduled Preventative Maintenance on all Global Controllers.

- 36% Our Energy Management System, uses Static IP Addresses, on a Campus Secure Ethernet VLAN, to connect the building "Global Controllers" to the Windows Servers and the Servers to the Workstation. Within the buildings the Global Controllers use MS/TP networks to connect to the many unitary controllers. Currently we Control and Monitor 48 buildings containing 131 Global Controllers connected to 63 MS/TP sub networks, connecting 1856 unitary Energy Management Controllers.
- a) Troubleshoot communication issues on Ethernet and MS/TP sub networks. Use software tools to correct issues. Throughout the day I monitor the status of the Global Controllers, the Subnetworks and connected devices. If a device goes offline, I resolve the problem as quickly as possible, before it can cause communication issues with other devices on the same MS/TP sub-network.
 - b) Replace field device if failed.
 - c) Prepare and load correct logic for that device and check out.
 - d) I take the Lead role, whenever our shop does "in house" projects. I determine the conduit and wire needs, convey these to the electricians, then program, install and commission the Energy Management Controllers.
- 11% Respond to work orders generated by the W.O. Desk, using AIM software.
- a) Troubleshoot / repair or assist my co-worker in the repair of field equipment, by manipulating our devices, on the equipment, so he can troubleshoot "Close-up" or check that the repair is indeed working correctly.
 - b) Locate and order Repair Parts.
- 8% Support Construction and Planning and EWU's ESCO contractor, McKinstry Co.
- a) Lead a long term project. The Removal of the STAEFA Energy Management System, which is Outdated, Unsupported and End of Life scheduled for 2004.
 - b) Assist McKinstry Co, by helping their engineers get the correct field data, for converting systems from a STAEFA interface to the new BACnet Energy Management System, coexisting since 2000. As capitol funds are available, this project moves forward.
 - c) (This task 5 years.) STAEFA Server Administrator. Keep the STAEFA RSX UNIX SERVER RUNNING!!! This still controls 3 major buildings on campus: Science, JFK Library and Sutton Hall. Hopeful end of life 2018.
- 5% Install and maintain the end user software on computers in the Energy Management Shop, the HVAC/R Shop and the Rozell Plant Operator's Workstations.
- a) Load Workstation Software on any new PCs.
 - b) Resolve issues when the Application Software won't communicate with the network, properly.

Summary of Mr. Chasse's Perspective | Request for a Director's Review (Exhibit A-1)

In Mr. Chasse's Request for a Director's Review, he stated that he performs the following duties:

Working for Facilities Maintenance, in the Energy Management Department, I independently maintain the Energy Management System, including five (5) separate Server Software Applications, database, backups, restores, new client workstation installs and setups, new Building Level Installs, maintenance and set ups of Ethernet and MS/TP network devices.

I troubleshoot network work communication issues, both Ethernet and MS/TP. Our VPN uses Static IP Ethernet Addressing.

I create Animated Graphics, with imbedded alpha numeric data fields, displaying REAL TIME information, providing the Energy Management Techs, the Rozell Plant Operators, the HVAC/R Techs, EWU Construction and Planning Personnel and off site engineers, a comprehensive view of our HVAC Systems, Chiller Plant and Energy Usage Metering System.

I continually monitor the performance of each system and modify the logic programs within the building controllers to achieve better Energy Usage to lower building operational costs.

This is Critical System and many Building Points are Alarmable and will set off an audible alarm in the Rozell Steam Plant Operators Area.

I determine what equipment needs updating or replacing. I am the point person for all purchases of Software and Parts.

Summary of DSHS's Perspective | Determination Letter (Exhibit B-1)

At the onset of the PRR, Mr. Chasse was allocated to an ET 2, upon review of his PRR, Ms. Davis, EWU HR, determined that Mr. Chasse's position should be reallocated, however, her determination was that the best fit for his current duties was that of the Engineering Technician 3 class. In order to come to her conclusion, Ms. Davis analyzed the Engineering Technician Series as well as the IT Specialist Series. She stated:

Positions allocated to the **Engineering Technician** series perform engineering technician work designing, developing, fabricating, modifying, assembling and repairing various mechanical, electromechanical, agricultural, hydraulic, pneumatic, or electronic instruments, apparatus and equipment within an engineering, scientific, or instructional application.

Positions allocated to the **Information Technology Specialist** series perform professional information technology systems and/or applications support for client applications, databases, computer hardware and software products, network infrastructure equipment, or telecommunications software or hardware.

Ms. Davis goes on to say, "While there are technology changes over time that affect all positions campus-wide, the function of your [Mr. Chasse's] job is to perform engineering technician work in energy management rather than information technology work. You use information technology to accomplish your job, but it is not the purpose of your job." She further describes Mr. Chasse's duties as supporting the energy management function on campus by using and updating information in the existing software programs that are installed for the purpose of managing the energy systems on campus.

She goes on to say that Mr. Chasse works with Office of Information Technology (OIT) on installations, updates and troubleshooting of the programs and also receives training for such programs, as does his counterparts.

Ms. Davis also cites Personnel Resources Board (PRB) decision in *Granum v Department of Corrections*, R-ALLO-15-004, which states:

"Many tasks that were once manually performed by technicians have become computerized and those disciplines now use computers to perform some technician job duties. However, the use of computers to accomplish tasks does not change the nature of the work being performed. While some aspects of duties performed appear to be IT classes, the primary focus of the position is within the scope of the engineering technician series."

Upon review of the recent ruling by the PRB and comparison of classes, Ms. Davis concluded the best fit for Mr. Chasse is the ET class. She clarified her position by reviewing the different levels of the ET class and that the ET 3 class is more in line with Mr. Chasse's duties than that of the ET 2 class. She stated, "...Engineering Technician 3 states that the position performs complex engineering technician work of designing, developing, manufacturing, assembling, installing, calibrating, and repairing instruments, apparatus and equipment within a scientific, instructional or engineering application. There is a high level of complexity in the work you do, so your work is consistent with the level 3 [ET 3]." She also found the Distinguishing Characteristics of the ET 3 also fit the duties and the level of work performed by Mr. Chasse and concluded that Mr. Chasse works under the general direction of his supervisor and he performs complex engineering technician work at the senior level.

The typical work performed by Mr. Chasse is outlined by Ms. Davis as:

- You run different vendor application software in order to do specialized energy management work. This includes updating logic, labeling graphics, backing up the system, saving modifications to graphics, scheduling with OIT for updates, patches and work orders.
- You use energy management systems to troubleshoot, replace field devices, load established vendor logic for devices, and take a key role on in-house projects, coordinating with appropriate staff on campus.
- You respond to work orders, troubleshooting, repairing and assisting co-worker in repairing field equipment; including locating and ordering needed parts.
- You act as a key contact from Energy Management, assisting internal and external constituents on a variety of projects.
- You work with OIT to resolve software and networking issues.

It is for the preceding outlined duties and comparisons to each class that Ms. Davis determined Mr. Chasse's duties best fit to the ET 3 class and she therefore reallocated him to an ET 3.

Summary of Director's Review Conference August 25, 2016

During the review conference Mr. Chasses discussed in more detail his job functions and why he believe he should be reallocated to an ITS 3. One of the main reasons for his request for reallocation is his technical work managing the environmental systems on campus.

These duties include controlling the ventilation systems on campus which includes start time of air handling systems, optimization of the systems which includes looking at the history of the outside and inside temperatures, electronic components and necessary equipment upgrades.

Mr. Chasse described his duties as running various application software programs in order to do specialized energy management work. Some of this work includes creating logic language which can control the start and stop time for various energy management systems. As part of these systems, he ensures that all of the electronic components are properly working (i.e. communicating with the computer system). If an electronic component is not working correctly, he and his counterpart begin to diagnose the issue and often times will need to go in the field to replace the component.

Mr. Chasse further described why he believes he should be reallocated to an ITS 3 by stating that the definition of an ITS 3 describes that incumbents support information systems and uses them in an assigned area of responsibility, which is the EMS section of EWU. He independently performs his work, he counsels McKinstry on all of the EWU projects, works in design, programming and installation with McKinstry, performs maintenance and quality assurance, tech support of the applications used to manage the system hardware because OIT does not provide the tech support, if there is an issue with one of the systems, he fixes it. Mr. Chasse further stated that there are not vendor support contracts from any of the vendors that have done work on the campus. Furthermore, the applications and software are supplied by the vendor and Mr. Chasse works within the applications and software to run the systems. When asked if he provides technical support to his supervisor and the other employee within the EMS department, he indicated that "at times" he does.

During the review conference, Ms. Davis, EWU HR, also spoke about the process she took in determining the best fit for Mr. Chasse. As part of her review, she interviewed Mr. Chasse. During the interview, Mr. Chasse brought his laptop so that he could demonstrate the different computer functions he performs as part of his duties. One of the most important areas of disagreement during the audit was Mr. Chasse's contention that he is changing the logic within the programs. During her interview with Mr. Chasse he demonstrated to Ms. Davis his procedure. During the demonstration, Mr. Chasse, using his computer, went into the program to change the start and end time of a system. While doing so, Mr. Chasse was working within set parameters. To Ms. Davis, this was not necessarily creating logic as much as updating existing logic for the systems to run effectively. Mr. Chasse also showed Ms. Davis some of the graphics he works with, and again, these are pre-established graphic where Mr. Chasse might add a label. She further stated, these are not things that Mr. Chasse is creating from the ground up and while a lot of the work he does in energy management is related to computer work, the function of that computer work is to keep the systems within the buildings running properly. She further stated Mr. Chasse's work is supporting the computer system so the energy management systems are running properly, he is not supporting users of the system. The IT series is very clearly is supports people in their functions. In contrast, Mr. Chasse is using his computer as a functional user. She gave an example stating that in her job she uses about five different systems, HRMS, etc. where she has administrator capabilities. She updates the system, makes changes to make it work better, but ultimately, the purpose of her work is to do HR work using the systems and not support people in IT functions. It is for these reasons that Mr. Chasse was not re-allocated to an ITS 3, he was however re-allocated to an ET 3 because it is the senior level of the series. In closing Ms. Davis also noted that when new systems are put in place, the vendor is really working with OIT (Office of Information Technology) as far as the infrastructure of the system.

Mr. Chasse's supervisor, Mr. Lindsay, also commented on a few items that had been discussed during the review conference. Mr. Lindsay, supervisor, stated that for the most part, the department (EMS) mission and function is that of engineering technician support for all EMS systems throughout the campus.

In these functions, the department supports construction and planning with the McKinstry project and then the department also manages their own energy management systems which are responsible for maintaining the heating and air conditioning systems throughout the campus. Mr. Lindsay further stated that when Mr. Chasse discusses defining points or changing descriptors, it is a very similar function as going in to a predefined point and simply changing the graphic point to say "air handler discharge" and changing the graphic to say "air handler discharge one."

Mr. Lindsay further stated that a large part of the duties performed by Mr. Chasse and his counterpart are diagnosing a piece of equipment, whether it be a pump, thermostat, etc. He continued by outline the use of technology when performing the job duties. He stated the computer is the first line of defense by using the systems that are delivered by the vendors. Once the issue is determined by use of the computer, Mr. Chasse and his counterpart then go out in the field and "get their screw drivers out and replace the component that is malfunctioning." Mr. Lindsay also further clarified that while Mr. Chasse is point person for the McKinstry projects, his counterpart is as well and that Mr. Lindsay determines who that point person will be. His decision is based on various job functions and the areas of expertise each person has. Even more to the point, when a project is being bid on, all the designing and engineering is done by the vendor, including all of the IT standards (in order to conform to campus standards). The standard Mr. Lindsay referred to are not standards his department created, rather the standards come from OIT.

Mr. Lindsay also indicated that his program has an assigned OIT person that assists with the IT functions of the computers used for the system management. This person sets up all new computers, installs the software and gets the computers ready for use. When there are issues, the OIT contact addresses those issues. This is not to say Mr. Chasse doesn't try to resolve the issues first. In other words, anything above the system administrator functions would go to OIT. The resolution of issues above that of system administration is done by submitting a work order for the issue to be resolved, including installing updates to the operating software and system applications.

In closing Mr. Chasse stated backing up systems is not as easy as backing up an Excel spreadsheet and it takes more finesse. He said he has been performing these functions for fourteen (14) years and he plays a lead role in the shop by managing the systems and constantly helping his counterpart.

Comparison of Duties to Class Specifications

I carefully reviewed the exhibits submitted by the Parties. Allocating criteria consists of the class specification's class series concept (if one exists), the definition and the distinguishing characteristics. Typical work is not an allocating criterion, but may be used to better understand the definition or distinguishing characteristics.¹

¹ In *Norton-Nader v. Western Washington University*, PRB Case No. R-ALLO-08-020 (2008), the Personnel Resources Board (Board) stated that the following standards are the hierarchy of primary considerations in allocating positions: a) Category concept (if one exists); b) Definition or basic function of

The first consideration when allocating a position is ensuring it fits the class series concept. For this purpose I reviewed the concepts for the ITS class.

ITS Class Series Concept

Positions in this category perform professional information technology systems and/or applications support for client applications, databases, computer hardware and software products, network infrastructure equipment, or telecommunications software or hardware.

This category broadly describes positions in one or more information technology disciplines such as: Application Development And Maintenance, Application Testing, Capacity Planning, Business Analysis and/or Process Re-Engineering, Data Base Design And Maintenance, Data Communications, Disaster Recovery/Data Security, Distributed Systems/LAN/WAN/PC, Hardware Management And Support, Network Operations, Production Control, Quality Assurance, IT Project Management, Systems Software, Web Development, or Voice Communications.

Positions which perform information technology-related work to accomplish tasks but are non-technical in nature would not be included in this occupational category.

Mr. Chasse's position does not perform information technology duties that support an entire division within EWU. Furthermore, although his position does perform technology-related work to accomplish tasks, tasks are not technical in nature and therefore he does not meet the intent of the ITS Class.

As stated in *Granum v. Department of Corrections*, R-ALLO-004, 2015, many tasks that were once manually performed by technicians have become computerized and those disciplines now use computers to perform some technician job duties. However, the use of computers to accomplish tasks does not change the nature of the work being performed. While some aspects of duties performed appear to be IT classes, the primary focus of the position is within the scope of the engineering technician series. Here, Mr. Chasse utilizes software programs to perform his duties, he also acts as the administrator for these programs, however, the main function of Mr. Chasse's duties relate to energy management. He does not support a program or division within EWU, rather the work he performs impacts students and faculty through the environmental systems. He assists the support of the EMS system by performing work that uses information technology in every day functions.

Furthermore, as stated in the Class Series Concept, "Positions which perform information technology-related work to accomplish tasks but are non-technical in nature would not be included in this occupational category." This statement is true for the duties performed by Mr. Chasse. He utilizes information technology to accomplish his work goals and objective and the duties he performs are not technical in nature as defined by the Class Series Concept.

In other words, Mr. Chasse does not perform professional information technology systems and/or applications support for client applications, databases, computer hardware and software products, network infrastructure equipment, or telecommunications software or hardware. Even taking in account that as part of his job functions, Mr. Chasse is one of the points of contact for a current system upgrade to the environmental systems at EWU, all of the hardware and software is installed by the contractor. The contractor then provides training on the system functions and the proper use of the software programs and applications.

The contractor works directly with the OIT to ensure any system changes conform to EWU standards and is compatible with all OIT systems.

Mr. Chasse's duties do not meet the intent of the Class Series Concept and for the aforementioned reasons, his position should not be allocated to the ITS class. In *Norton-Nader v. Western Washington University*, PRB Case No. R-ALLO-08-020 (2008), the Personnel Resources Board (Board) stated that the following standards are the hierarchy of primary considerations in allocating positions: a) **Category concept (if one exists)**; b) Definition or basic function of the class; c) Distinguishing characteristics of a class; and d) Class series concept, definition/basic function, and distinguishing characteristics of other classes in the series in question. Mr. Chasse's duties do not meet the intent of the Class Series Concept and for the aforementioned reasons, his position should not be allocated to the ITS class.

ITS 3 Definition (Relevant Parts Only)

In support of information systems and users in an assigned area of responsibility, independently performs consulting, designing, programming, installation, maintenance, quality assurance, troubleshooting and/or technical support for applications, hardware and software products, databases, database management systems, support products, network infrastructure equipment, or telecommunications infrastructure, software or hardware.

Uses established work procedures and innovative approaches to complete assignments and coordinate projects such as conducting needs assessments; leading projects; creating installation plans; analyzing and correcting network malfunctions; serving as system administrator; monitoring or enhancing operating environments; or supporting, maintaining and enhancing existing applications.

The majority of assignments and projects are moderate in size and impact an agency division or large workgroup or single business function; or internal or satellite operations, multiple users, or more than one group. Consults with higher-level technical staff to resolve complex problems.

As stated above, Mr. Chasse's duties do not meet the intent of the ITS class. I do however find it relevant to also discuss the request of Mr. Chasse to be reallocated to the ITS 3 class. As stated in the definition, ITS 3 class positions work independently and perform functions within an assigned area of responsibility. Incumbents in this class identify and resolve problems within a scope of operation such as a division, or large workgroup or single business function, multiple users or more than one group. The work methods used and the level of independent decision making required often combines following pre-defined standards as well as developing innovative approaches to resolve problems or issues that arise. While fully capable of working independently, complex problems are resolved through consulting with higher-level technical staff or in this case an OIT within EWU.

Mr. Chasse does not support users in an assigned area of responsibility, nor does he independently perform consulting, designing, programming, installation, maintenance, etc. The function of Mr. Chasse's duties are to perform engineering technician work in energy management, using information technology. He acts as the system administrator for EMS, which consists of three employees, including himself. The system administration duties are those similar to the administration of Human Resource Management System (HRMS) within a division of an agency. For example, within each agency or in this matter at EWU, there is an administrator of the HRMS system within the Human Resource Division, however, should there be an issue with the system functions, it is not the administrator that fixes the issue, and rather it is an IT Specialist assigned to that particular system.

In this matter, Mr. Chasse is the administration of the EMS, he manages the entry of data, descriptors, control times for systems to start or shutoff, etc. however, if there is an issue with the software and/or program that is used for the management system, Mr. Chasse may troubleshoot the issue, but these matters are usually resolved by an OIT and/or vendor assisted fixes and not Mr. Chasse himself.

While Mr. Chasse does assist both his co-worker and supervisor at times with use of some of the software, the overall system function as it relates to programming is not done by Mr. Chasse, but rather done by the vendor/contractor. In addition, in order to ensure the program will work with current IT systems and the network infrastructure, the OIT works directly with the vendor. Mr. Chasse does not install the new systems nor hardware. He does not create installation plans or analyze and correct network malfunctions. These issues are handled by the OIT.

Overall, the scope and focus of Mr. Chasse's duties do not encompass the intent of the ITS class. For these reasons, his position should not be allocated to the ITS class.

Engineering Technician 3

Class Series Concept

Following requirements and specifications from engineers or scientists perform engineering technician work designing, developing, fabricating, modifying, assembling and repairing various mechanical, electro-mechanical, agricultural, hydraulic, pneumatic, or electronic instruments, apparatus and equipment within an engineering, scientific, or instructional application.

This series is distinguished from the Electronics Technician series by spending a majority of time in the design, development, and fabrication of specialized engineering, scientific, or instructional instruments, apparatus and equipment.

This series is distinguished from the Computer Maintenance Technician series by maintaining and/or repairing computer or other microprocessor-controlled integrated digital equipment which is integrated or interfaced with specialized engineering, scientific, or instructional instruments, apparatus and equipment.

Mr. Chasse's duties meet the intent of the Engineering Technician class series by maintaining and/or repairing computer or other microprocessor-controlled integrated digital equipment which is integrated or interfaced with specialized engineering, scientific, or instructional instruments, apparatus and equipment.

Definition

Performs **complex** engineering technician work designing, developing, manufacturing, assembling, installing, calibrating, and **repairing instruments, apparatus and equipment within a scientific, instructional or engineering application.**

Distinguishing Characteristics

Under general direction, performs complex engineering technician work as a senior-level engineering technician. Determine most suitable design to achieve desired research goals. Performs complex engineering technician work such as: independently designing complete systems, peripherals, **data acquisition programs, or interfaces; estimating equipment needs for shop; developing and maintaining preventive maintenance.**

The work Mr. Chasse performs is complex in nature. The Office of Financial Management, State Human Resources (OFH HR) has defined complex work as:

Independently uses a wide variety of rules, processes, materials and equipment to complete work assignments that require specialized knowledge or skills. Decisions are made independently regarding which rules, processes, materials, and equipment to use in order to effectively accomplish work assignments.

In this matter, Mr. Chasse works independently to accomplish his duties. He utilizes a variety of material and equipment to complete work assignments that require specialized knowledge or skills. Mr. Chasse's supervisor further described his duties as:

- Running vendor applications software to perform energy management work. Including updating logic, labeling graphics, backing up the system, saving modifications to graphics and scheduling updates with OIT.
- Ms. Chasse uses energy management systems to troubleshoot, replace field devices, loads established vendor logic for devices and takes a key role on in-house projects and coordinates with staff on campus.
- Responds to work orders, troubleshooting, repairing and assisting co-worker in repairing field equipment; including locating and ordering parts.
- Works with OIT to resolve software and networking issues.

As stated previously, a large part of these duties require the use of information technology. Mr. Chasse performs complex engineering technician work of designing, developing, manufacturing, assembling, installing, calibrating and repairing instruments, apparatus and equipment within a scientific, instructional or engineering application. As stated in Mr. Chasse's PRR (Exhibit B-5), Mr. Chasse spends forty-percent (40%) of his time as the Applications System Administrator, thirty-six-percent (36%) troubleshooting and replacing field devices, eleven-percent (11%) Response to Work Order, eight-percent (8%) Supporting Internal/External Constituents on Projects and five-percent (5%) assisted OIT with Network/Software. These duties and the duties outlined by Mr. Chasse's supervisor fit within the ET 3 class and can also be defined as using data acquisition programs and interface to accomplish his duties.

After careful review of the information contained in the file and the information obtained during the Director's Review Conference, I have determined the primary function of Mr. Chasse's position and the majority of his duties in their entirety, fall within the scope and level of responsibility in the stated Class Series Concept and Definition for the ET 3 class.

Therefore, his overall level and scope of assigned duties and responsibilities are aligned with the ET 3 class which are consistent with ET 3 level work and therefore the best fit.²

Appeal Rights

RCW 41.06.170 governs the right to appeal. RCW 41.06.170(4) provides, in relevant part, the following:

An employee incumbent in a position at the time of its allocation or reallocation or the agency utilizing the position, may appeal the allocation or reallocation to the Washington Personnel Resources Board. Notice of such appeal must be filed in writing within thirty days of the action from which appeal is taken.

The mailing address for the Personnel Resources Board (PRB) is PO Box 40911, Olympia, Washington, 98504-0911. The PRB Office is located on the 3rd floor of the Raad Building, 128 10th Avenue SW, Olympia, Washington. The main telephone number is (360) 407-4101 and the fax number is (360) 586-4694.

If no further action is taken, the Director's determination becomes final.

c: Thomas Chasse, Appellant
Kim Davis, EWU/HR
Joan Ahl, WFSE

Enclosure: List of Exhibits

² The best fit concept is supported by *Salsberry v. Washington State Parks and Recreation Commission*, PRB Case No. R-ALLO-06-013 (2007), the Personnel Resources Board (the Board) addressed the concept of best fit. The Board referenced *Allegri v. Washington State University*, PAB Case No. ALLO-96-0026 (1998), in which the Personnel Appeals Board noted that while the appellant's duties and responsibilities did not encompass the full breadth of the duties and responsibilities described by the classification to which his position was allocated, on a best fit basis, the classification best described the level, scope and diversity of the overall duties and responsibilities of [his] position.

THOMAS CHASE v EWU
ALLO-16-023

LIST OF EXHIBITS

A. Thomas Chasse Exhibits (no additional exhibits submitted)

Director's Review Form received April 7, 2016

B. EWU Exhibits

1. Allocation determination letter to employee dated 03/09/2016.
2. Job description relevant to the audited period.
3. Current organizational chart.
4. Allocation determination letter to Vice President for Business and Finance dated 03/08/2016.
5. Position Review Request- Employee Portion with attached documents received in Human Resource Services on 12/04/2015.
6. Position Review Request- Supervisor Portion filled out by supervisor, Mark Lindsay, Engineering Technician Supervisor, received 01/20/2016.
7. Notes taken by Kim Davis from interview with Thomas Chasse on 02/01/2016.
8. Email from Tom Chasse, "FW: Patch List for Feb. 4th," 02/01/2016 10:52am.
9. Email from Tom Chasse, "Another System," 02/01/2016 11:11am.
10. Email from Tom Chasse, "FW: Science Controls," 02/01/2016 2:12pm.
11. Email from Tom Chasse, "Energy Management Software," 02/01/2016 2:24pm.
12. Email from Tom Chasse, "RE: Message from "RNP0026733B3294"," 02/09/2016 9:28am.
13. Email from Tom Chasse, "FW: Message from "RNP0026733B3294"," 02/09/2016 9:40am.
14. Email from Tom Chasse, "RE: Message from "RNP0026733B3294"," 02/09/2016 9:43am.
15. Notes taken by Kim Davis from interview with supervisor, Mark Lindsay, on 02/04/2016.
16. Email from Mark Lindsay, "RE: Job Audit," 02/08/2016 11:46am.
17. Personnel Board Decision, Case No. R-ALLO-15-004, Peter Granum vs. Department of Corrections.
18. State of Washington Class Specifications for Information Technology Specialist 1 [for Class Series Concept]
19. State of Washington Class Specifications for Information Technology Specialist 2
20. State of Washington Class Specifications for Information Technology Specialist 3
21. State of Washington Class Specifications for Engineering Technician 1
22. State of Washington Class Specifications for Engineering Technician 2
23. State of Washington Class Specifications for Engineering Technician 3
24. State of Washington Class Specifications for Engineering Technician Lead