

February 26, 2007

RE: Sherman Carston v. Department of Corrections (DOC)  
Allocation Review No. 06AL0048

Dear Mr. Carston:

The Director's review of DOC's allocation determination of your position has been completed. The review was based on the written documentation submitted by you and by DOC. DOC determined that your position was properly allocated to the Warehouse Operator 1 classification. You requested that a new warehouse classification be created to provide compensation for working with offenders. (Exhibit C).

The allocation review process is not the proper forum to rewrite or create a new classification. If you wish to propose a new or revised classification, you should work with your union representative and your agency's human resource staff to develop a proposal. You can find information about submitting a proposal on the Department of Personnel webpage at [www.DOP.wa.gov](http://www.DOP.wa.gov) under the HR Professionals tab. Under the HR Professionals tab, go to Meetings and then to Director of Personnel.

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. See Liddle-Stamper v. Washington State University, PAB Case No. 3722-A2 (1994).

Salary inequity is not an allocation criterion and should not be considered when determining the appropriate allocation of position. See Sorensen v Depts. Of Social and Health Services and Personnel, PAB Case No. A94-020 (1995).

### **Background**

As a result of the Department of Personnel's implementation of the Group 2 and 3 Occupational Categories, effective January 1, 2006, your position was transitioned into the new Warehouse Operator 1 classification in the Warehouse Operations Occupational Category. (Exhibit B). By letter dated January 2, 2006, you requested a review of that decision. (Exhibit C).

At the request of the Department of Personnel, DOC conducted a review of your position. DOC compared the Classification Questionnaire (CQ) that was on file for your position at the time of the implementation of the new Warehouse Operations Occupational Category to your former Warehouse Worker 1 classification and the new Warehouse Operator 1 classification. By letter dated November 22, 2006, DOC determined that your position was properly allocated to the Warehouse Operator 1 classification. (Exhibit E).

By letter dated December 29, 2006, Karen Wilcox, the Director's Review Coordinator, informed the parties that the review of your position would be conducted based on the documents provided by the parties. (Exhibit F). Ms. Wilcox informed you that any additional documentation was to be submitted no later than January 25, 2007. Neither party submitted additional documentation.

### **Summary of Mr. Carston's Perspective**

In your letter of appeal, you state that your duties include working with and supervising inmates in the inmate store and warehouse. You indicate that you believe the tools and equipment used by the inmates creates a risk that sets you apart from other Warehouse Operators working in non-corrections situations. You state that you are performing duties similar to the Corrections and Custody Officer 1 or 2 classifications and that the Correctional Industries Supervisor Assistant classification is also similar to your level of responsibility.

### **Summary of DOC's Reasoning**

DOC compared your duties and responsibilities to the former Warehouse Worker 1 classification and the new Warehouse Operator 1 classification. DOC determined that the majority of your assigned duties and responsibilities are characteristic of your former classification, and subsequently, are also characteristic of the Warehouse Operator 1 classification.

### **Director's Determination**

As the Director's designee, I carefully reviewed all of the documentation in the file including your letter requesting a review of DOC's determination and the duties and responsibilities you described in the CQ for your position 3059. In addition to the Corrections and Custody Occupational Category and the Correctional Industries Manufacturing Occupational Category, I reviewed the Warehouse Operations Occupational Category, particularly Warehouse Operator 1 and Warehouse Operator 2. Based on my review of the documents and analysis of your assigned duties and responsibilities, I conclude that your position is properly allocated to the Warehouse Operator 1 classification.

### **Rationale for Determination**

The focus of positions allocated to the Corrections and Custody Occupational Category is ensuring the safety and security of a correctional institution, facility, offenders, staff and the public. The focus of your position is preparing, transporting and distributing store orders placed by offenders. While you work with offenders assigned to assist in the warehouse, the purpose of your position is not assuring the security of the institution or facility. As a result, your position does not fit within the Corrections and Custody Occupational Category.

The focus of positions allocated to the Correctional Industries Manufacturing Occupational Category is working with and teaching offenders a variety of trades and other skills used in the manufacturing process. Because you work with offenders in a warehouse setting, not a skilled trades setting, your position does not fit within the Correctional Industries Manufacturing Occupational Category.

The Distinguishing Characteristics for the Warehouse Operator 2 classification state:

This is the journey level of the series. Positions at this level perform warehouse functions in a major area within a large warehouse or independently operate a small or decentralized warehouse; receive, record, store, issue, and ship stock and supplies; and dispose of surplus property. Positions may train, lead or supervise lower level staff. Some positions may be required to operate material handling equipment such as forklift trucks and light trucks.

You work in the Airway Heights Corrections Center, Inmate Store Disbursement. Inmate Store Disbursement is responsible for store orders from offenders housed at the medium security prison and the minimum security camp at Airway Heights. The Inmate Store Disbursement is not a major area within a large warehouse nor do you independently operate the warehouse. You receive, record, stock and issue store orders, but you do not ship stock and supplies or dispose of surplus property. Your position does not have the scope and breadth of responsibility required for allocation to the Warehouse Operator 2 classification.

The Distinguishing Characteristics for the Warehouse Operator 1 classification state:

This is the entry level of the series. Positions at this level perform manual labor and routine clerical work in warehouse functions such as receiving, storing and issuing that require heavy lifting and operating material handling equipment such as forklift trucks. Work is performed under general supervision.

Positions allocated to the Warehouse Operator 1 class typically move and unload stock using loading and moving equipment, place stock in proper storage, gather stock (pick orders) to fill requisitions/orders, and perform clerical record processing of order information.

The duties described in your CQ and in your review request letter fit within the Distinguishing Characteristics of the Warehouse Operator 1 classification. You dispense store orders to offenders, make note of discrepancies in the orders or security concerns during the distribution, return carts, receipts, mispicks and undeliverable orders to the warehouse. In addition, you pick orders, receive deliveries and restock shelves as needed. You work with offenders assigned to

the warehouse while performing your duties. Work in the warehouse requires you and the offenders to use box knives and to operate forklifts and pallet jacks. As described on your CQ, your duties fit the Warehouse Operator 1 classification.

This determination is based on the duties described in the classification questionnaire for your position 3059 that was signed by the Warehouse Supervisor 2 on November 14, 1995. If the duties and responsibilities of your position have changed, you may request a review of your current duties and responsibilities in accordance with DOC's reallocation procedure.

**Appeal Rights**

WAC 357-49-018 provides that either party may appeal the results of the Director's review to the Personnel Resources Board by filing written exceptions to the Directors' determination in accordance with Chapter 357-52 WAC.

WAC 357-52-015 states that an appeal must be received in writing at the office of the Board within thirty (30) calendar days after service of the Directors' determination. The address for the Personnel Resources Board is 2828 Capitol Blvd., P.O. Box 40911, Olympia, Washington, 98504-0911.

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

Sincerely,

Teresa Parsons  
Director's Review Supervisor

cc: Joanne Harmon, DOC

List of Exhibits for Carston 06AL0048

- A. CQ for position 3059 signed by the Warehouse Supervisor 2 on November 14, 1995
- B. December 9, 2005 letter from Jennie Adkins informing Mr. Carston of the reallocation of his position to the Custodian 4 classification
- C. January 2, 2006 letter from Mr. Carston to the Director of the Department of Personnel requesting a review of his position
- D. September 28, 2006 letter from Teresa Parsons to Mr. Carston and Ms. Harmon informing them that Mr. Carston's review request would be held until after DOC conducted a complete review and analysis of his duties and responsibilities
- E. November 22, 2006 Allocation Review Request letter from Ms. Harmon to Mr. Carston finding that Mr. Carston's position was properly allocated
- F. December 29, 2006 letter from Karen Wilcox to Mr. Engle and Ms. Harmon confirming that the position review would be based on the documents submitted
- G. Corrections and Custody Occupational Category
- H. Correctional Industries Manufacturing Occupational Category
- I. Warehouse Operations Occupational Category including the classification specifications for Warehouse Operator 1 (117I) and Warehouse Operator 2 (117J)
- J. Email from Mr. Carston to Karen Wilcox indicating that he felt the CQ for his position was out-of-date