



**STATE OF WASHINGTON
OFFICE OF FINANCIAL MANAGEMENT**

STATE HUMAN RESOURCES DIVISION | DIRECTOR'S REVIEW PROGRAM
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July 15, 2015

TO: Connie Goff, PHR
Rules and Appeals Manager

FROM: Meredith Huff, SPHR
Director's Review Program Investigator

SUBJECT: Cindy Cooper vs Washington State Department of Agriculture (WSDA)
Allocation Review Request ALLO-14-052

Director's Determination

This position review was based on the work performed for the six-month period prior to January 10, 2014, the date WSDA's Human Resources Office received a request for a position review of Ms. Cindy Cooper's position. I thoroughly reviewed the information provided and conclude Ms. Cooper's position is properly allocated to Pest Biologist 3.

Background

On January 10, 2014, WSDA's Human Resources Office received a request for a management-initiated review of Ms. Cooper's position. Mr. Thomas Wessels, Ms. Cooper's supervisor, submitted a Position Description on her behalf. (Exhibit B-2)

On May 14, 2014, Ms. Melanie Schwent, Human Resources Consultant for WSDA, notified Ms. Cooper that her position was being reallocated from Pest Biologist 2 to Pest Biologist 3, effective January 10, 2014. (Exhibit B-1)

On June 13, 2014, the State Human Resources Director's Review Program received Ms. Cooper's request for a Director's review of WSDA's classification determination. (Exhibit A-1)

On March 30, 2015, I conducted a joint Director's in-person review conference. Participating in the conference were:

Cindy Cooper, employee, WSDA
John Wraspir, employee, WSDA, and
Melanie Schwent, Human Resources, WSDA

POSITION DESCRIPTION (PD) (Exhibit B-2)

Mr. Thomas Wessels, supervisor, submitted a Position Description for Ms. Cindy Cooper's position to Human Resources on January 10, 2014. Ms. Cooper works in WSDA in the Plant Protection Division, Plant Services Program. The Program Objective is described as follows:

The WSDA Plant Services Program ensures environmental, consumer and stakeholder protection by independently conducting accurate and reliable inspections, testing and certification of raw plant products and serves on the front line of defense against the introduction and spread of exotic plant pests and disease. By utilization of regulatory enforcement and certification strategies, this Program provides for a reliable standard of quality and freedom from infestation, that qualify value added products and keeps domestic and foreign markets unrestricted and/or open for commerce. Environmental and consumer protection, agriculture production and related industries, and forest product industries may all fall under the umbrella of service and protection provided by the Plant Services Program.

Ms. Cooper's Position Objective states:

As the program expert in all program areas and initiatives, plans, develops, directs, and/or implements actions to address significant and complex issues, affecting the state's agriculture and related industries and natural resources. These issues may have broad potential impact affecting environmental, stakeholder, consumer protection, and domestic and/or foreign commerce, and if not addressed may result in significant monetary loss and/or expense to the State, public and /or agriculture related industries. Issues can require setting actions that reflect complicated and emerging issues, with conflicting interests among parties and broad industry impacts.

Position focuses on strategic intervention, policy/regulatory development and enforcement in order to meet objectives. Position serves as the program expert advising, consulting and/or developing operational policies, guidelines, and procedures for regulatory compliance. Supervises five or more professional environmental staff and is qualified to perform all of the duties required in their areas of responsibility. This position performs oversight and evaluation of program staff that conduct quarantine enforcement, inspection and certification of agricultural raw products, compliance audits, and reports. This position assures consistency in execution of regulatory policies and procedures across the state.

Key Work Activities: Ms. Cooper's responsibilities are described as follows:

25% Plant Services Supervision

- With Administrative Direction, provides a continuous review of personnel activity and reporting in relation to program goals and objectives. Supervises five or more Environmental Specialists and oversees training of all staff to insure expertise and capability to perform duties as required.
- This position tracks and evaluates quality of inspection procedures and report writing to assure accuracy and consistency with state law and regulatory actions taken. Investigates and resolves program level problems, which emerge in regulatory processes, to mitigate Program/Stakeholder impacts statewide.
- This position recruits, trains, disciplines, coaches, and mentors staff within the scope of authority. Provides guidance and directions to Plant Services Environmental Specialists, allocates workloads, and establishes completion dates. Responsible for conducting hiring interviews and providing hiring recommendations to the Appointing Authority.
- Responsible and investigates allegations of staff misconduct and provide guidance and corrective action such as documented verbal warnings and written corrective action planning.

- Recommends official corrective action beyond the documented verbal warning and written corrective action planning provided to the Program Manager and/or Assistant Director for consideration and execution. When necessary, develops and executes performance plans to bring employee performance in line with Program/Agency expectations.

25% Federal Regulatory Activities

- With Administrative Direction, operates under Federal/State Memorandum of Understanding, and acts as an Authorized Certifying Official (ACO) licensed by USDA, determines the eligibility of phytosanitary certification requests, and makes final certifying decision.
- Identifies emerging trade issues and provides expert opinion to USDA, utilizing independent interpretation of complex foreign import policies, a strong technical scientific background, an understanding of environmental and plant pest risks, and federal regulations and international trade agreements.
- Responsible for audit and enforcement of all cooperative agreements between WSDA and USDA-PPQ to facilitate Post-entry Quarantine (PEQ) of large quantities of planting stock imported from foreign countries, and to regulate stakeholders participating in US/Canada Certification Programs for compliance.
- Manages complex pest eradication efforts in cooperation with USDA, to enforce Federal Domestic Quarantines, including Federal 7 CFR 301.92 for *Phytophthora ramorum*.
- Serves as historical memory and subject matter expert for past enforcement and eradication procedures. Prepares annual technical reports for USDA on all federal activities conducted by staff.

25% State Regulatory Activities:

- With Administrative Direction, manage state compliance agreements, audit-based certification programs, planting stock certification standards, and quarantine compliance under Chapters 15.13 RCW, 15.14 RCW, 15.15 RCW, 15.19 RCW, 17.24 RCW, and 21 associated Washington Administrative Codes.
- Interpret and enforce state and federal plant quarantines and direct enforcement actions to safeguard Washington's diverse agriculture markets, consumers and our state's environmental and natural resources from introduction of harmful exotic pests.
- Serve as subject matter expert and historical perspective for emerging pest issues and exotic pest introductions.

20% Communication & Program Development

- As a senior environmental specialist, represents the agency in an assigned specialty area, serving on stakeholder boards, commodity commissions and advisory groups.
- Provides scientific and technical consultation to other agency staff, local and federal agencies, and agricultural related industries on impacts of program activities.
- Develops partnerships with agricultural regulators and the industry in order to identify and respond to issues affecting the common interest.
- With Administrative Direction, accurately shares information on emerging pest issues and changes in domestic and international expert regulations with all program staff, Federal and State agencies and industry stakeholders.
- Responsible for inter-agency communication and coordination to interpret and explain laws, rules, standards, policies and procedures in a clear and accurate manner by phone, email, and or letters.

- Develops and reviews program policies, anticipating future regulatory needs.
- Accepts stakeholder input, evaluates industry concerns, and recommends policy changes to management.
- Develops field systems procedures for all staff to follow.
- Provides direction and testing for database development, ensuring systems serve inspectors and the stakeholders, to efficiently meet program goals and functions.
- Responsible for designing applications and inspection reports in this area.

5% Other Duties as Assigned

Lead Work/Supervisor Responsibilities

This position performs oversight and evaluation of program staff that conduct quarantine enforcement, inspection, and certification of agricultural raw products, compliance audits, and reports. This position assures consistency in execution of regulatory policies and procedures across the state.

SUMMARY OF REVIEW CONFERENCE

The joint, in-person review conference was held on March 30, 2015 with Ms. Cindy Cooper, Mr. John Wraspir (Allo-14-053) and Ms. Melanie Schwent, HR Consultant at WSDA.

Ms. Cooper and Mr. Wraspir indicated that they individually supervise several Environmental Specialist 3 (ES3) positions. The ES3 employees are inspectors and conduct inspections of plants looking for pests and prohibited plant materials. They enforce state, federal and international laws regarding plant and pest issues. Ms. Cooper noted the inspectors have certificates of qualifications and work under federal authority. The inspectors are responsible to inspect plant materials which include nursery stock, timber, hay, high risk fruit trees, grape vines, seeds and other plant species. Inspections may occur in vehicles, ships and airplanes moving intra-state, interstate and internationally. The inspector's role is to keep pests, such as Japanese beetles and gypsy moths, or diseases such as sudden oak death, from becoming established in Washington State. The ES3s may issue documents such as plant certificates, regulatory hold orders, and quarantine violations orders in accordance with state, federal and international laws.

The ES3's come to Ms. Cooper or Mr. Wraspir with the most complex issues such as import permit requirements, which may involve multiple page reports filled with many plant diseases and certifications from pests; a new issue, a high level decision is needed, or questions of enforcing quarantine on state, federal and international levels arise. When an inspector does not issue the certification, mediation and further verification may be needed to resolve the issues and ensure the inspector is requiring the right items.

Ms. Cooper and Mr. Wraspir monitor inspection requests for accuracy, completion, and timeliness, and provide guidance on whether or not plant qualifications are met and if the documents may be issued. They provide clarification on how the state, federal and international regulations can or cannot be met. They make decisions based on the pest environmental risks, federal quarantines and inspection regulations. They respond to inquiries from other states' and Canada's regulators asking about Washington's quarantine regulations.

Mr. Wraspir and Ms. Cooper collaborate with other officials to set up special inspections at designated weigh-stations for surveillance of all trucks for pests and diseases following Washington and USDA inspection standards. Mr. Wraspir indicated an inspector may suspect that livestock on a truck has hoof and mouth disease. As a result, the history of that company and any transfers that took place may be traced to see if there has been an introduction of the disease in Washington State. Overall, Ms. Cooper and Mr. Wraspir indicated their positions are to provide high-level pest quarantine enforcement.

Ms. Cooper indicated that her specialty areas are enforcement and overseeing sudden oak death eradication efforts and collaborating with other state and federal agencies to lay out a course of regulatory action. The specific interpretation of the federal regulations is varied on a state level and is open to Ms. Cooper's interpretation within Washington State. She implements regulatory actions after negotiation with state agencies reaches consensus. Ms. Cooper leads a team and provides direct beginning-to-end oversight, on-site of an action which may involve destruction of infected oak trees over many acres or in small areas and sometimes Tribal lands. Ms. Cooper also represents the WSDA Director on the Strawberry Commission.

Mr. Wraspir noted there is a national quarantine website which he and Ms. Cooper use to see what applies to Washington industries. They interpret how Washington can meet those requirements. The Federal Quarantine Center has federal regulations and international quarantines in a federal data base which are pertinent to their positions. When federal rules are not up to date on the latest quarantines, they confer with other states for direction. For example, the Western Region meets and harmonizes plant quarantines and inspection procedures related to pests' potential risks.

Mr. Wraspir and Ms. Cooper agree that the ES5 is the appropriate classification for their positions. Additionally, they feel the regulations they enforce regarding plant pests and quarantines are environmental issues. They stated that much (10-15%) of their supervisory responsibilities are better described as regulatory as they are interpreting and providing advice on state and federal regulations to the ES3 employees.

Ms. Melanie Schwent, WSDA Human Resources, confirmed that after a thorough review of the positions' objectives, focus and responsibilities, she found the classification of Pest Biologist 3 is the best match for Ms. Cooper's and Mr. Wraspir's positions.

SUMMARY OF MS.COOPER'S PERSPECTIVE (Exhibit A-1)

Ms. Cooper indicated on the PRB Appeal Form that she believes the Environmental Specialist 5 better describes her duties. She describes the duties and responsibilities that she performs that she believes are outside of PBS 3 as:

“... The Pest Biologist 3 classification focuses on a narrow area of my current job duties – primarily pest survey. The Environmental Specialist 5 class reflects the broader range of specialized functions that my job entails. I believe the review of my position has missed identifying the high impact enforcement of state and federal law I carry out. These enforcement decisions have significant impact not only on our environment but also on human health, when a toxic plant, biting insect or food crop virus is involved. The position review did not take into account this position's lead role in program specialty areas and initiatives. It also did not take into account the environmental advisory positions I occupy on national and state boards and working groups, where I provide regulatory advice to USDA

and other states, and develop policies to mitigate emerging plant disease and virus threats to our environment and food supply.

The Definition of an Environmental Specialist 5 includes the phrase "or supervises five or more professional environmental staff." I supervise six Environmental Specialist 3 positions which fall into that category."

Ms. Cooper attended the in-person review conference and her comments are included in the Summary of Review Conference section in this document.

SUMMARY OF HUMAN RESOURCES PERSPECTIVE (Exhibit B-1)

By letter dated May 14, 2014, Ms. Melanie Schwent, Human Resources, advised Ms. Cooper that she completed a review of her position's classification. She noted that:

"Your position is the program expert in all program areas and initiatives, planning, developing, directing and implementing actions to address significant and complex issues. These issues may have broad potential impact affecting environmental, stakeholder, consumer protection, and domestic and/or foreign commerce if not addressed. Duties include, but are not limited to:

- Performing state and federal regulatory activities
- Managing state compliance agreements, audit-based certification programs and standards, and quarantine compliance
- Managing complex pest eradication efforts
- Directing necessary enforcement action
- Determining the eligibility of certification requests, making final certifying decisions
- Identifying emerging trade issues and providing expert opinion to USDA
- Independently interpreting complex foreign import policies
- Supervising professional environmental specialists assigned to the Plant Services Program."

Ms. Schwent determined the appropriate class for Ms. Cooper's position is the Pest Biologist 3 classification. She reallocated Ms. Cooper's position effective January 10, 2014. (Exhibit B-1)

By letter dated August 12, 2014, Ms. Schwent detailed her comparison of class specifications to Ms. Cooper's duties. She confirmed that her review indicated the Pest Biologist 3 class is the best fit for allocation of Ms. Cooper's position. (Exhibit B-10)

During the review conference, Ms. Schwent confirmed that she looked closely at the job duties and the classifications and determined that the Pest Biologist 3 was the best class to describe Ms. Cooper's assigned responsibilities.

COMPARISON OF DUTIES TO CLASS SPECIFICATIONS

When comparing the assignment of work and level of responsibility to the available class specifications, the Class Series Concept (if one exists) followed by Definition and Distinguishing Characteristics are primary considerations. While examples of Typical Work identified in a class specification do not form the basis for an allocation, they lend support to the work envisioned within a classification.

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).

In Salsberry v. Washington State Parks and Recreation Commission, PRB Case No. R-ALLO-06-013 (2007), the Personnel Resources Board addressed the concept of best fit. The Board referenced *Allegrì 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.

Comparison of Duties to Environmental Specialist 5 (523X)

There is no Class Series Concept for the Environmental Specialist series.

Definition

As the agency or program expert in one or more environmental program specialty areas or agency initiatives, plans, develops, directs and/or implements actions to address the most significant and complex environmental issues impacting the state's natural and environmental resources.

These issues have broad potential impact on the health and safety of the public, and, if not addressed, will result in significant environmental impacts. Issues are characterized by the requirement for innovative or precedent setting actions and reflect complicated and emerging issues, with conflicting interests among the parties and broad public impacts.

Positions focus on strategic intervention, policy and regulatory development and enforcement in order to meet objectives; or serves as the agency environmental regulatory expert advising consultants and developing operational policies, guidelines, and procedures for environmental compliance; or supervises five or more professional environmental staff.

Distinguishing Characteristics

Positions at this level are independent and require only administrative direction from the supervisor.

Positions are responsible to plan, design, and carry out projects in accordance with broad policy statements or legal requirements and exercise independent decision-making authority for determining work objectives and goals to be accomplished.

In the Department of Ecology, positions acting as an agency or program expert are characterized by one or more of the following assignments which comprise the majority of the position:

- As the agency expert responds directly to highly complex and/or politically sensitive inquiries for technical assistance requiring expert scientific knowledge;
- Represents the agency as the recognized expert in one or more of the most significant and complex program specialty areas or agency initiatives. Serves as the agency lead in the development, implementation, and evaluation of state and federal programs to mitigate or prevent environmental contamination or damage, including enforcement of environmental laws and regulations;
- Represents the agency on national or multi-state commissions, environmental panels or professional organizations as the expert in the assigned specialty area;
- Evaluates and assesses the scientific rigor of research studies on various contaminants and their impact on the environment. Develops policy options to address problems caused by ongoing release of toxins and contaminants;
- Designs, develops and conducts environmental studies on the most significant and complex environmental issues;
- Drafts legislation to implement key components of the agency's response to environmental issues. Prepares and presents testimony to the Legislature;
- Drafts agency rules and statewide guidelines for the program area;
- Acts as a policy specialist, responsible for long-range policy development and strategy in the program area. Ensures that program operations comply with federal rules in order to avoid sanctions resulting in the curtailment of federal funds or the imposition of difficult requirements for new industries;
- Acts as the state's lead in coordinating the response to environmental emergencies including coordinating activities of other state, federal, and tribal representatives. For example, during spill emergencies, has direct management of state, federal, and tribal natural resource trustees in seeking a uniform and coordinated settlement for all natural resource losses;
- Represents the program on highly complex or controversial enforcement/compliance actions involving other programs or agencies.
- For a position to be allocated to the Environmental Specialist 5, the position's duties and responsibilities must align with the Definition and Distinguishing Characteristics of this class.

The thrust of the Environmental Specialist 5 is to provide expertise in an environmental program specialty area or agency initiative to address the most significant and complex environmental issues impacting the state's natural and environmental resources and that have potential broad impact on the public health and safety. These issues may have significant environmental impacts. They are characterized by requiring innovative or precedent setting actions reflecting complicated and new issues. Conflicting interests among the parties and broad public impacts may increase complications. A position allocated to the ES5 class will focus on complex environmental issues impacting the state's natural and environmental resources that have potential broad impact on the public health and safety.

Ms. Cooper's Position Objective states, in part:

"As the program expert in all program areas and initiatives, plans, develops, directs, and/or implements actions to address significant and complex issues, affecting the state's agriculture and related industries and natural resources. These issues may have broad potential impact affecting environmental, stakeholder, consumer protection, and domestic and/or foreign commerce, and if not addressed may result in significant monetary loss and/or expense to the State, public and /or agriculture related industries. ..

... This position performs oversight and evaluation of program staff that conduct quarantine enforcement, inspection and certification of agricultural raw products, compliance audits, and reports. This position assures consistency in execution of regulatory policies and procedures across the state. (Exhibit B-2)

In the WSDA Plant Services Program, Ms. Cooper's assigned responsibilities and the overall focus of her position are geared to supervision of employees and addressing issues of plant inspections and enforcement of regulations and quarantines affecting the state's agriculture, related industries and natural resources. She provides expertise regarding plant quarantine and trade issues associated with agriculture. She addresses issues regarding eradication of plant disease and pests which impact agricultural trade. She supervises inspectors who perform plant inspections and issues certifications. She deals with plants and plant pests issues that impact stakeholders, consumer protection, domestic and foreign commerce and the environment. These issues may result in significant monetary loss or expenses to the state, public and/or agriculture related industries.

The nature and focus of Ms. Cooper's assigned responsibilities do not align with the Definition and Distinguishing characteristics of the ES5 class. Ms. Cooper's position does not focus on the most significant and complex environmental issues that may potentially impact the health and safety of the public and may result in significant environmental impacts as anticipated by the Definition of the ES5. Rather, Ms. Cooper's position is focused on addressing agricultural plant and plant pest issues that impact trade and foreign commerce and have potential for monetary loss to the state. The focus and potential impacts of Ms. Cooper's position and the majority of her assigned responsibilities are not aligned with the environmental focus and expectations of the Definition and Distinguishing Characteristics of the Environmental Specialist 5. The Environment Specialist 5 class is not the best fit for Ms. Cooper's specific overall duties and responsibilities. Her position should not be allocated to this class.

Comparison of Duties to Pest Biologist 3 (569J)

There is no Class Series Concept for this series.

There are no Distinguishing Characteristics for this classification.

Definition

Forecasts pest and invasive species threats, and, in consultation with managerial and policy personnel, designs systems to resolve quarantine or trade phytosanitary issues. Serves as a primary interpreter of scientific research and a technical resource for policy makers. Conducts applied research and development activities.

For a position to be allocated to the Pest Biologist 3 class, the position's duties and responsibilities must align with the Definition of this class.

As described by the **Definition**, Ms. Cooper is active in working with state and federal committees and regulators to interpret and enforce state and federal plant quarantines and safeguard Washington's diverse agriculture markets, environment and natural resources from harmful exotic pests. She resolves plant quarantine and plant trade issues. Ms. Cooper independently determines the eligibility of phytosanitary certification requests and makes the final certifying decision. She performs a variety of specialized responsibilities as the program expert in initiatives affecting and impacting Washington State's agriculture and related industries

and natural resources. She is recognized as an expert in her field, particularly regarding the sudden oak death in trees. She serves on the Strawberry Commission, Nursery Advisory Committee, Christmas Tree Advisory, and two national farm bill committees.

Ms. Cooper is responsible for providing expert guidance and supervision to employees who inspect domestic, imported and exported plants. She prepares annual technical reports for USDA on all federal activities conducted by staff she supervises. Ms. Cooper serves as the historical memory and subject matter expert for past enforcement and eradication procedures. Ms. Cooper's specialty is enforcement and overseeing sudden oak death eradication efforts. She collaborates with other state and federal agencies to develop courses of regulatory action. Ms. Cooper interprets federal regulations within Washington State.

Ms. Cooper's assigned responsibilities and level of supervision received are closely aligned with the depth of knowledge and assigned responsibilities anticipated by the Definition of the Pest Biologist 3 class.

Although the examples of **Typical Work** identified in a class specification do not form the basis for an allocation, they lend support to the scope and level of work performed by that class. The Typical Work statements that most closely align with Ms. Cooper's duties include the following:

- Develops methodology, informational material, web content and other intellectual products to support program activities;
- Functions as a department expert for communicating regionally, nationally and internationally with researchers and various officials on scientific issues and State and national regulatory subjects;
- Travels to locations in the state and outside of the state to assess and evaluate pest populations and to evaluate field projects to provide input;
- Compiles, analyzes and reports data on organisms of regulatory importance to satisfy state, federal and international reporting responsibilities;
- Supervise assigned personnel.

As detailed on the Position Description, Ms. Cooper's area of expertise, assigned responsibilities, independent decision making authority, and supervisory responsibilities are aligned with the levels of complexity, independent decision making and area of control anticipated by the Definition and supported by the Typical Work of the Pest Biologist 3 classification.

Additionally, Board guidance states: "When there is a class that specifically includes a particular assignment and there is a general classification that has a definition which could also apply to the position, the position should be allocated to the class that specifically includes the position. *Mikitik v. Dept's of Wildlife and Personnel*, PAB No. A88-021 (1989); see also, *Waldher v. Dept. of Transportation*, PRB Case No. R-ALLO-08-026 (2009)." The Pest Biologist 3 is specific to Ms. Cooper's assigned responsibilities and duties.

It is evident that Ms. Cooper's position has an integral role in ensuring quality service for WSDA. However, a position's allocation is not based on an evaluation of performance but rather the majority of work assigned to a position. Therefore, for the time period relevant to this review, Ms. Cooper's level of decision making authority, and the nature and focus of a majority of her assigned duties and responsibilities best align with the Pest Biologist 3 classification. Ms. Cooper's position is correctly allocated.

Appeal Rights

RCW 41.06.170 governs the right to appeal. RCW 41.06.10(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 P. O. 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.

Cc: Ms. Melanie Schwent, Human Resource Consultant, WSDA
Ms. Cindy Cooper, Employee, WSDA
Mr. Thomas Wessels, Program Manager, WSDA

Enclosure: List of Exhibits

LIST OF EXHIBITS

CINDY COOPER v WSDA ALLO-14-052

A. Cindy Cooper Exhibits

1. Directors Review ALLO-14-052 p.1-2
2. Directors Allocation Determination p.3-5
3. Response To HR Exhibit #9 p.6-7
4. Duties/Responsibility Examples, Pos #0421 p.8-12
5. USDA Invasive Species/Human Health p.13
6. US Fish & Wildlife Inv Species/Human Health p.14
7. USFW, EPA-Invasive Species Health Impacts p.15
8. US Army Public Health Command-Fire Ant p.16-17
9. NY Env. Conservation-Giant Hog Weed p.18-19
10. USDA Pest Alert-Giant African Snail p.20-21
11. P. Ramorum Biosecurity Mitigation Plan p.22-23
12. Federal Grant Proposal- P. Ramorum p.24-26
13. Fumigation Policy Under Development p.27
14. USDA – Sitc Truck Compliance Planning p.28
15. P. Ramorum (Sudden Oak Death) Risk Map p.29
16. National Virus Certification Guidelines p.30-31
17. WSU Ccp Outreach Plan Draft p.32-33
18. USDA Compliance WSDAeement Drafting p.34-35
19. EPSM Compliance WSDAeement Drafting p.36-37
20. WSDA Blueberry Virus Certification Plan p.38-40
21. E. Pine Shoot Moth Quarantine Protocol p.41-43
22. Blueberry Scorch Virus Assay Guidelines p.44
23. Peer Review of WSU Article p.45
24. WSU Request For Research Support p.46-48
25. Oregon State U. Research Support Letter p.49

B. WSDA Exhibits

1. Allocation Determination Letter (pages 1-3)
2. Position Description Form, received in WSDA Human Resources Office on January 10, 2014 (pages 4-9)
3. Plant Protection Division Organizational Chart (page 10)
4. State of WA Class Specification – Pest Biologist 2 (pages 11-12)
5. State of WA Class Specification – Pest Biologist 3 (page 13)
6. State of WA Class Specification – Environmental Specialist 3 (pages 14-16)
7. State of WA Class Specification – Environmental Specialist 4 (pages 17-19)
8. State of WA Class Specification – Environmental Specialist 5 (pages 20-22)
9. Email notification and response to/from John Wrspir's supervisor, Program Manager Thomas Wessels (page 23)
10. WSDA final response received August 12, 2014