

June 12, 2007

RE: Randy Smith v. Washington State University, Allocation Review No. ALLO-06-015
Dean Neppel v. Washington State University, Allocation Review No. ALLO-06-016

Dear Mr. Smith and Mr. Neppel:

The Director's review of the Washington State University's (WSU) allocation determination of your positions has been completed. The review was based on written documentation. WSU determined that your positions should be reallocated to the Roofer classification. You feel that your positions should be allocated to the Maintenance Mechanic 2 classification.

In your Position Questionnaires, you describe the work you perform which you consider to be outside of your classification. In that description, you refer to your perception of a salary inequity between your positions and the Maintenance Mechanic 2 positions at WSU. For your information, salary inequity is not an allocation criteria 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).

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).

Background

On June 26, 2006, WSU's Human Resource Services office received your completed Position Questionnaires (PQs) in which you requested that your Roofer/Trades Helper positions be reallocated to the Maintenance Mechanic 2 classification. By memorandums dated July 26, 2006, your second-level supervisor, Howard Gossage, provided comments regarding your request. Mr. Gossage indicated that your positions should be reallocated to 100 percent Roofer positions rather than split between Roofer and Trades Helper.

By memorandums dated August 11, 2006, Theresa Elliot-Cheslek, WSU Associate Director, responded to your reallocation requests. Ms. Elliot-Cheslek determined that your positions should be reallocated 100 percent to the Roofer classification. On September 8, 2006, you requested a review of WSU's determination.

By letter dated April 16, 2007, Karen Wilcox, Director's Review Coordinator, informed the parties that the review of your positions would be conducted based on the documents provided by the parties. Ms. Wilcox informed you that any additional documentation was to be submitted no later than May 22, 2007. Neither party submitted additional documentation.

Summary of the Employees' Perspective

In your PQs, you indicated that you work in the Roofing Shop for more 95 percent of the time and that since September 2005, you have only been out of the Roofing Shop for about two weeks. You described the work you do as complex roofing jobs and different kinds of roof repairs. In performing your work, you work with Maintenance Mechanic 2s who perform the same type of work you perform. In addition, you are often assigned service workers to assist you on the job site. When service workers are assisting you, you instruct them on what to do, how things need to be done, and answer their questions. You feel that your positions are comparable to the Maintenance Mechanic 2 positions and therefore, your positions should be reallocated.

Summary of WSU's reasoning

WSU acknowledged that you had been performing roofer duties 100 percent of the time for at least six months and determined that your positions should be reallocated to the Roofer classification.

Director's Determination

As the Director's designee, I carefully reviewed all of the documentation in the file including the duties and responsibilities you described in your PQs and the comments of your second-line supervisor. In addition to the Trades Helpers/General Maintenance Occupational Category and the Roofer classification, I reviewed the Roofer Lead classification. Based on my review of the documents and my analysis of your assigned duties and responsibilities, I conclude that your positions are properly allocated to the Roofer classification.

Rationale for Determination

The focus of positions allocated to the Trades Helpers/General Maintenance Occupational Category is the performance of a variety of "general maintenance, repair, remodeling and construction duties utilizing working knowledge of several related skill fields such as electrical, plumbing, carpentry, welding, painting and machinist work. Incumbents inspect, repair, install and maintain physical facilities, locks and maintain and repair machinery and equipment. Positions may be required to lead or supervise and instruct offenders, inmates or residents in general maintenance activities." As indicated in your PQs, 66 percent of your work duties include re-roofing activities. You describe the remaining 34 percent of your work duties as

repairing roofs. You do not perform the breadth of duties intended to be performed by positions allocated to the Trades Helpers/General Maintenance Occupational Category.

Furthermore, when there is a class definition 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 will be allocated to the class with the definition that includes the position. Mikitik v. Dep'ts of Wildlife and Personnel, PAB No. A88-021 (1989). Your duties and responsibilities in regard to re-roofing and roofing are specifically included in the Roofer and Roofer Lead classifications.

The definition for the Roofer Lead classification states, “[l]ead and work with roofers to perform journey-level work.” The distinguishing characteristics for this class state, “[p]ositions in this class are distinguished by the responsibility to assign and lead work at a project or job location, to instruct other assigned roofers to correct and specify methods, and to perform skilled work in the roofing trade.”

In determining whether your duties and level of responsibility rise to the level of leading the work of roofers, consideration must be given to the Glossary of classification terms found in the Department of Personnel Classification and Pay Administrative Guide. The Glossary defines a lead worker as, “[a]n employee who performs the same or similar duties as other employees in his/her work group and has the designated responsibility to regularly assign, instruct and check the work of those employees.” When service workers are assigned to assist you, you provide work direction and assure that they are performing the work correctly. However, you do not have designated responsibility to regularly lead these employees. Rather you provide them work direction when they are assigned to assist you.

Glossary of classification terms also defines the term “direct the work of others.” This is defined as “[p]rovide work guidance or direction but is NOT a “lead”; does NOT have responsibility of assigning, instruction and checking the work of others on a regular and ongoing basis.” Your responsibility for the work of the service workers assigned to assist you is best described as providing them work direction and guidance.

Because you have not been designated regular and ongoing responsibility to lead other roofers, your position does not fit the Roofer Lead classification.

The definition for the Roofer classification states, “[p]erform skilled installation, maintenance, and repair of all types of roofing.” Your positions fit within this definition.

The distinguishing characteristics for the Roofer classification state: “[p]ositions in this class perform a variety of journey-level duties in skilled roofing and related work.” The distinguishing characteristics encompass the variety of roofing work you perform and your level of expertise in performing all types of roofing and re-roofing.

While not allocating criteria, the typical work for the Roofer classification provide further supports that the work you perform fits within this classification. The typical work statements speak directly to repairing all types of roofs, preparing sub-roofing, installing flashings, operating power tools and

estimating materials and time needed to complete roofing jobs and projects. In addition, the typical work encompasses your responsibility to direct the work of service workers in the statement "may lead and instruct helpers as required."

The duties and responsibilities of your positions, including your level of responsibility for directing the work of the service workers who assist you, are encompassed in the Roofer classification. Your positions are properly allocated.

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,

Holly Platz
Director's Review Investigator

cc: Theresa Elliot-Cheslek, WSU
Gerry Stamper, Representative
Lisa Skriletz, DOP
Kris Brophy, DOP

List of Exhibits for Smith and Neppel, ALLO-07-015 & ALLO-07-016

- A. Mr. Smith's Request for Director's Review form received September 8, 2006, with attachments:
 - 1. Memorandum dated July 26, 2006, from Howard Gossage to Kendra Wilkins-Fontenot
 - 2. Position Questionnaire dated June 26, 2006, Human Resource Services, WSU
 - 3. Pages 23 and 24 of the DOP Classification and Pay Guide
 - 4. Memorandum dated August 11, 2006, from Steve DeSoer to Randy Smith

- B. Mr. Neppel's Request for Director's Review form received September 8, 2006, with attachments:
 - 1. Memorandum dated July 26, 2006, from Howard Gossage to Kendra Wilkins-Fontenot
 - 2. Position Questionnaire dated June 26, 2006, Human Resource Services, WSU
 - 3. Pages 23 and 24 of the DOP Classification and Pay Guide
 - 4. Memorandum dated August 11, 2006, from Steve DeSoer to Dean Neppel

- C. Notices of Scheduling dated April 16, 2007 from Karen Wilcox

- D. Classification Specification for Trades Helpers/General Maintenance Occupational Category including Maintenance Mechanic 2 classification, class code 626K

- E. Roofer Lead classification, class code 5451

- F. Roofer classification, class code 5450