STATE OF WASHINGTON
OFFICE OF THE STATE HUMAN RESOURCES DIRECTOR
DIRECTOR'S REVIEW PROGRAM
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November 9, 2012

TO: Teresa Parsons, SPHR

FROM: Kris Brophy, SPHR
Director's Review Program Investigator

SUBJECT: Jeremy Howard v. Department of Enterprise Services (DES)
Allocation Review Request ALLO-11-51

Director's reviews regarding the allocation of the following positions have been completed:

Jeremy Howard (ALLO-11-051) and Erin Schaeffer (ALLO-11-052)

Director's Determination

The Director's review was based on a review of the Position Description Forms (PDFs) describing each employee's duties and responsibilities on October 1, 2011. As the Director's designee, I carefully considered the written documents in each file. Based on my review and analysis of Jeremy Howard's assigned duties and responsibilities to the existing job classes, I conclude Mr. Howard's position is properly allocated to the Printing and Duplicating Specialist 1 job class.

Background

On October 1, 2011, the former Department of Printing consolidated with other agencies into the newly created DES as a result of Engrossed Substitute Senate Bill 5931. Therefore, the Department of Printing and its classification system ceased to exist on September 30, 2011. As a result, the employees' positions, which had previously been allocated as Bookbinder 3 were placed into the Washington General Service (WGS) classification system. Because the WGS classification plan does not include the specific job classes previously used by the Department of Printing, DES allocated the employees' positions to the Printing and Duplication Specialist 1 class on a best fit basis. In addition, DES Y-rated the employees' salaries pursuant to Article 40.4 of the Collective Bargaining Agreement between the State of Washington and the Coalition, including Teamsters Local 767M (Exhibit 2).

On October 14, 2011, Mr. Howard requested a Director's review of DES's allocation decision.

This case was initially pended based on discussions with the parties to withdraw the appeal. The attached letter, dated October 12, 2012, summarizes our discussions with the parties to move forward to issue a determination regarding Mr. Howard's appeal.

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).

Duties and Responsibilities
Mr. Howard's duties and responsibilities listed in the Position Description Form are described as follows:

95% Feed, take-off, inspect for quality, and box on the following machines:

- Saddle stitcher trimmer
- Collator
- Adhesive perfect binders
- Scitex and videojet labelers
- Inserting machines
- Cutters
- Folding machines

Operate the following equipment:

- Single head and multiple head drills
- Counting machines
- Hand stitchers
- GBC punches
- Spiral Comb
- Postage meter machine
- Padding machine (bracket)
- Shrinkwrapper
- Laminator
- Thermal binder
- String and banding machines

Sort and prepare mailings per postal regulations. Process and prepare orders for shipment. Stack, glue and insert boards for padding. [Perform] hand collating and hand folding.
Delivery driving as needed. Take off on web press folder. Assist in shopping, receiving, and fulfillment departments as needed. Operate forklift and power jack.

5% Other related duties as assigned.

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.

Comparison of Duties

The Definition of the Printing and Duplication Specialist 1 class states:

> Performs entry-level and routine bindery, copying tasks; or, under close supervision, performs routine tasked operating offset duplicating machines capable of printing a single color of material.

There are no Distinguishing Characteristics for this class.

Based on the job classes currently available within the general government classification system, the overall thrust of Mr. Howard's position, and the majority of his duties as a whole falls within the scope and level of responsibility stated in the Definition of this class.

This class describes Mr. Howard's responsibility for performing routine bindery and bindery-related work on a variety of bindery equipment and related machines including saddle stitch trimmers, collators, adhesive perfect binders, Scitex and videojet labelers, inserting machines, cutters, and folding machines. This is further supported by his comments in his Director's review request form where he states that his duties require him to:

> "Set up drills, set up, operate and maintain small folders under 18", operate and maintain sewers (flat, saddle, cleat), hand-fed gang stitchers. Operate and maintain hand binder equipment such as casing-in machine, case maker, end sheet turner and hydraulic press, operate mill labeler equipment.
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> …feed, take off and box on in-line stitcher/trimmers, automatic collating equipment; operate multiple head drills, feed and unload single function adhesive binders; stack, glue and insert boards on padding work; assist in the shipping and stockroom departments; do miscellaneous bindery tasks not covered by other classification such as hand folding and inspection and make deliveries.
>
> Set up, operate and maintain hand single function stitchers, GBC punches, wire and coil binding machines, eye letting machines, hand mailing machine, assist in the shipping and stock departments including making deliveries, perform miscellaneous binding functions such as collating, hand folding and inspection."

When determining the appropriate classification for a specific position, the duties and responsibilities of that position must be considered in their entirety and the position must be allocated to the classification that provides the best fit overall for the majority of the position's duties and responsibilities. See Dudley v. Dept. of Labor and Industries, PRB Case No. R-ALLO-07-007 (2007).

While this class may not fully address the level and degree of complexity of work performed by Mr. Howard regarding the duties and responsibilities assigned to his position, effective October 1, 2011, the class which most closely matches Mr. Howard's position is the Printing and Duplicating Specialist 1.

A position's allocation is not a reflection of performance or an individual's ability to perform higher level work. Rather, an allocation is based on the majority of work assigned to a position and how that work best aligns with the available job classifications. In this case, based on the written review of the written documentation provided to the available job classes, the Printing and Duplication Specialist 1 job class provides the best overall fit for the duties and responsibilities assigned to Mr. Howard's position.

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 P.O. Box 40911, Olympia, Washington, 98504-0911. The main telephone number is (360) 664-0388, and the fax number is (360) 586-4694.

If either party plans to hand-deliver an appeal to the PRB, please call the above number for details. The PRB Office is currently located at 521 Capitol Way South, Olympia.

However, on or around ***November 26, 2012, PRB staff will move to a new location in the Insurance Building on the Capitol Campus, 302 – 14th Avenue S.W., 4th Floor, Olympia, Washington.***

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

c: Jeremy Howard
Brian Earl, Local 767M
Tony Brown, DES
Lisa Skriletz, OSHRD

Enclosure: List of Exhibits

JEREMY HOWARD v. DES

ALLO-11-051

List of Exhibits

1. Request for Director's Review Form, received October 14, 2011
2. October 1, 2011 reallocation decision letter from DES
3. Position Description Form in effect on October 1, 2011
4. Class specification for Printing and Duplication Specialist 1 class
5. Letter to Brian Earl, Local 767M, from Teresa Parsons, Director's Review Supervisor, October 12, 2012