



STATE OF WASHINGTON
OFFICE OF THE STATE HUMAN RESOURCES DIRECTOR

DIRECTOR'S REVIEW PROGRAM
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November 13, 2012

TO: Teresa Parsons, SPHR

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

SUBJECT: Michael Padilla v. Department of Enterprise Services
Allocation Review Request ALLO-11-067

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

Neal Mapu	(ALLO-11-066)
Michael Padilla	(ALLO-11-067)

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 Michael Padilla's assigned duties and responsibilities, I conclude the Printing and Duplication Specialist 2 class provides the best fit overall, based on the existing job classes.

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 Envelope Operator 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 an existing WGS job 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, 2012, Mr. Padilla requested a Director's review of DES's allocation decision.

The attached letter, dated October 12, 2012, summarizes our discussions for moving forward with the review of the above cases.

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

The duties and responsibilities listed in the Position Description Form are described as follows:

95% Feed, take-off and box on the following machines: RA, PHP.

Supports the Rotary Adjuster (RA): The Envelope (RA) Operator loads die cut blanks in the RA when necessary so that the RA's operation is not interrupted by lack of feed stock. Pulls jams so that machine can be restarted. Restarts RA ensuring that all envelopes that do not have proper gum placement are pulled so that all envelopes produced are properly manufactured. Fills glue bottles when needed so that proper RA operation is not interrupted. Clears gum boxes of contaminants so that gum lines are properly laid down and envelope is manufactured correctly. Wipes print plate when necessary so that print quality is maintained. Removes finished envelopes from RA in proper quantities so that production is maintained and customer gets the correct quantity of envelopes Enters time into Monarch shop floor so that there is an accurate record of times for each job. Maintains RA operation when Adjuster goes on break so that RA production is not interrupted. Aids Adjuster with RA wash-ups, job change over, maintenance and cleaning.

Quality checks envelopes: Checks envelopes produced against sample and job ticket to ensure the envelope is being produced correctly. Continuously checks envelopes for correct folding and assembly. Uses black light to ensure proper side seam gum application so that envelope is produced correctly. Monitors envelopes for proper window position and window gum application ensuring that window position is correct, that window film is properly placed and window gum is being applied correctly. Regularly checks print quality to ensure that printing on envelope matches PRT standards.

Packages Envelopes: Assembles and stages cartons and boxes so that there is an adequate quantity to maintain uninterrupted production. Boxes envelopes in proper quantities so that customer receives proper quantities and that envelopes are undamaged by the packaging process. Labels all boxes as required and attaches sample as required to each box so that the customer clearly knows what they are receiving. Stamps date and shift on boxes. Palletizes job correctly so that it meets customer specifications.

Delivers Jobs: Delivers completed jobs to shipping department with job ticket so that shipping has all necessary information for shipping the job. Delivers jobs needing

printing to the Jet Press with the job ticket so that the Jet Press can print jobs in a timely manner and meet delivery time requirements. Delivers envelopes that are to be placed in stock to the stock room staging area with proper labeling and gives job ticket to shipping so that stocked envelopes can easily be entered into stock inventory. Delivers jobs being stored until customer delivery date to staging area so that envelopes are stored and ready to be delivered on time.

5% Operate Forklift and Powerjack as needed. Other 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 2 class states:

Functions as a fully qualified technician performing journey level technical tasks operating offset duplicating, or bindery machines. Positions work independently and exercise judgment and discretion in determining the scope or level of service. Performs repairs of machinery. Work is typically reviewed on a spot check basis after decisions have been made. Unusual problems that may occur are brought to a higher level technician with probable outcomes and solutions. May supervise and train lower level operators, clerical staff, temporary or resident clerical staff, volunteers, or interns.

There are no Distinguishing Characteristics for this class.

There is no job class currently available within the general government classification system which specifically addresses the duties Mr. Padilla performs in operating the RA Envelope converting machine to produce envelopes. However, on a best fit basis to the job classes available, Mr. Padilla's duties most closely fall within the scope and level of responsibility stated in the Definition of this class.

This class describes one aspect of Mr. Padilla's duties of producing envelopes with printed labels. This is supported by the description of duties in position description form which states that he, "wipes print plate when necessary so that print quality is maintained, and additionally that he, "regularly checks print quality to ensure that printing on envelope matches PRT standards." The scope of this work is generally consistent with the level of responsibility described by this class of performing tasks such as setting up and operating offset duplicating machines to reproduce forms, memoranda, letterheads, manuals, pamphlets, and other materials in one or more colors.

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 work performed by Mr. Padilla regarding the duties and responsibilities assigned to his position, effective October 1, 2011, the class which most closely matches Mr. Padilla's position is the Printing and Duplicating Specialist 2.

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 a review of the written documentation provided to the available job classes, the Printing and Duplication Specialist 2 job class provides the best overall fit for the duties and responsibilities assigned to Mr. Padilla'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. Call (360) 664-0388 to verify the appeal was received.***

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

c: Michael Padilla
Brian Earl, Local 767M
Tony Brown, DES
Lisa Skriletz, OSHRD

Enclosure: List of Exhibits

MICHAEL PADILLA v. DES

ALLO-11-067

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 2
5. Letter to Brian Earl, Local 767M, from Teresa Parsons, Director's Review Supervisor, October 12, 2012