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: Jason Howard v. Department of Enterprise Services
Allocation Review Request ALLO-11-075

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

Cruz Charles	(ALLO-11-070)
Jon Clausen	(ALLO-11-071)
Justin Cottrell	(ALLO-11-072)
Dan Gorgas	(ALLO-11-074)
Jason Howard	(ALLO-11-075)
Paul Lofgren	(ALLO-11-077)
Denise McKeown	(ALLO-11-078)
Kirstin Strand	(ALLO-11-079)
Dave Wright	(ALLO-11-080)

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 Mr. Howard's assigned duties and responsibilities, I conclude the Printing and Duplication Specialist 3 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 Bookbinder 1 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. Howard 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% Set up, operate, and maintain the following equipment:

- 40 inch and larger computer controlled cutters.
- 18 inch and larger folders
- Saddle stitcher trimmer, 3 knife and 5 knife
- Perforator scoring machine
- Collator perfect binder
- 8 pocket inserter
- Scitex and Video jet labelers
- PHP die cutter

Set up and operate Inteligent inserter

Sort and prepare mail per postal regulations

Operate Bookbinder 2 and 3 level machinery and equipment when needed

Operate forklift and powerjack as needed

5% Assist with machine set-up in any lower classification when needed, to include training other operators. 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 3 class states:

> This is the senior, specialist, or leadworker level of the series. Leads assigned staff and functions as a fully qualified technician performing journey level technical tasks operating offset duplicating, or bindery machines. Regularly assigns, instructs, and checks the work of others. May supervise and train lower technicians, clerical staff, temporary or resident clerical staff, volunteers, or interns.

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 journey 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, operate and maintain 40" and larger cutting machines; 3-knife trimmer; 18 inch and larger folders; videojet; multiple in-line operations such as collator-stitcher-trimmer, collator-perfect binder, hand gold stamping. Assist with machine set up in any lower classification when and if required. Set up, operate and maintain collating machine, turning-in machine, inserting machine, inserting equipment, rotary perforators and scoring machines, finishing and hand bindery equipment. Set up automatic mailer labeler, sewers (flat, saddle, cleat), hand-fed gang Stitcher, assist with machine setup in any lower classification when and if required."

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. 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 3.

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 3 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: Jason Howard
Brian Earl, Local 767M
Tony Brown, DES
Lisa Skriletz, OSHRD

Enclosure: List of Exhibits

JASON HOWARD v. DES

ALLO-11-075

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 3
5. Letter to Brian Earl, Local 767M, from Teresa Parsons, Director's Review Supervisor, October 12, 2012