



**STATE OF WASHINGTON**  
**OFFICE OF THE STATE HUMAN RESOURCES DIRECTOR**

DIRECTOR'S REVIEW PROGRAM  
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November 20, 2012

TO: Darryl Sclater, Administrative Officer  
Pacific Northwest Newspaper Guild

FROM: Teresa Parsons, SPHR  
Director's Review Program Supervisor

SUBJECT: John Smith v. Department of Enterprise Services (DES)  
Allocation Review Request ALLO-11-100

On April 4, 2012, I conducted a Director's review conference regarding the allocation of John Smith's position. Present during the Director's review conference were John Smith; Yoko Kuramoto-Eidsmoe, Pacific Northwest Newspaper Guild, Communication Workers of America (CWA) 37082; Tony Brown, Human Resources Consultant DES; and Terry Wilson, Human Resources Manager, DES. At the conference, Ms. Kuramoto-Eidsmoe and DES agreed to go back and review John Smith's position. Subsequent to the conference, you became Mr. Smith's representative.

On October 4, 2012, I had a telephone conference with you and Mr. Brown, and we determined I would continue with my review of Mr. Smith's position, based on the duties assigned on October 1, 2011, separate from any subsequent review by DES.

**Director's Determination**

The Director's review was based on a review of the Position Description Form (PDF) describing Mr. Smith's duties and responsibilities on October 1, 2011. As the Director's designee, I carefully considered the written documents in the file. Based on my review and analysis of Mr. Smith's assigned duties and responsibilities, I conclude the Graphics Assistant class provides the best fit overall, based on the existing job classes. Therefore, his position should be reallocated to that 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, Mr. Smith's position, which had previously been allocated as a Prepress Technician was 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 Mr. Smith's salary pursuant to Article 40.4 of the Collective Bargaining Agreement between the State of Washington and the Coalition, including CWA 37082 (Exhibit 2).

On October 20, 2011, Mr. Smith requested a Director's review of DES's allocation decision (Exhibit 1).

### **Summary of Mr. Smith's Perspective**

Mr. Smith asserts he performs complex technology related tasks such as operation of a computer to plating (CTP) device, digital proofing equipment, and laminator. Mr. Smith contends the Information Technology Data Processor 3 classification does not reflect the complexity and skill level required of his position.

### **Summary of DES's Reasoning**

DES acknowledges the existing general government job classes may not provide a perfect fit for the unique functions assigned to employees working in the print shop. DES indicates Mr. Smith's position was allocated to the Information Technology Data Processor 3 classification based on the available class specifications within the general government classification system.

### **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 Position Description form for Mr. Smith's position describes the position objective as follows (Exhibit 3):

The Prepress Technician is responsible for operating a Computer-to-Plate (CTP) device. This position trims, quality checks and assembles proofs, produces work for presentations and displays using a laminator and related equipment, and operates digital proofing devices.

The following summarizes the majority of duties assigned to Mr. Smith's position:

- 30% Operating a Computer-to-Plate (CTP) device.
- 25% Trim, quality check and assemble proofs.

- 15% Produces work for presentations and displays using a laminator and related equipment.
- 10% Operates digital proofing devices.

Other duties include performing high-level imposition and quality checks on film/plates for pressroom accuracy; maintaining the calibration and quality levels of high-end output devices; performing pre-flight of customer files for file integrity, printability and accuracy; retrieving customer files from digital archives; and assembling electronic layouts.

During the Director's review conference, Mr. Smith emphasized that his position performs a lot of proofing and quality control to ensure the color is correct and images are the right size. He also indicated that he creates and designs new ways to prepare and display the materials for printing and that he has a specialized skill for creating larger plates (e.g. for posters). Mr. Smith stated that he has responsibility for getting the plates to press and serves as a "go between" from prepress to the printing presses.

### 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 **Information Technology Data Processor 3** definition states the following:

Within an agency or institution's information systems organization, stages production systems into a computer along with associated data files through the use of remote terminal devices or job submission procedures.

The Information Technology Data Processor 3 distinguishing characteristics are identified as follows:

This is the senior-level class of the series. Incumbents perform complex data control tasks in the preparation and maintenance of production systems, such as preparing documentation or reviewing it for workability and established standards, or staging for systems requiring precise sequencing and/or interaction with multiple systems passing data files back and forth.

Under general supervision, develops relevant parameter information for specific application programs, such as job control language, working file size, output media, using knowledge of departmental procedures and standards.

Information Technology Data Processor 3 typical work examples include the following:

- Stages production to include preparation and inclusion of program parameters, run date, input/output file requirements;
- Maintains job run books and job controls to ensure compliance with job set-up and implementation procedures;

- Facilitates improved production by making minor modifications to standard set-up routines to include re-scheduling;
- Facilitates completion of scheduled production processing through coordination of off-site computer facilities;
- Confers with programmers regarding system failures;
- Prepares and reviews job summary reports of completed production jobs; initiates corrective action, as necessary.

In summary, the Information Technology Data Processor classes involve data input, including scheduling, staging, and coding information for use on a computer. They include data control, preparation and distribution of computer input/output for production jobs. Although Mr. Smith's position operates a computer-to-plate device, the overall focus of his position is not data processing. Rather, there is a design component in ensuring the layout and design of graphic images are set up correctly so that plates can be created for use on printing presses. Therefore, the Information Technology Data Processor classes do not encompass the graphic design elements assigned to his position.

The class series concept for the **Information Technology Specialist** series reads as follows:

Positions in this category perform professional information technology systems and/or applications support for client applications, databases, computer hardware and software products, network infrastructure equipment, or telecommunications software or hardware.

This category broadly describes positions in one or more information technology disciplines such as: Application Development And Maintenance, Application Testing, Capacity Planning, Business Analysis and/or Process Re-Engineering, Data Base Design And Maintenance, Data Communications, Disaster Recovery/Data Security, Distributed Systems/LAN/WAN/PC, Hardware Management And Support, Network Operations, Production Control, Quality Assurance, IT Project Management, Systems Software, Web Development, or Voice Communications.

Positions which perform information technology-related work to accomplish tasks but are non-technical in nature would not be included in this occupational category.

The primary focus of Mr. Smith's position is to operate computer-to-plate (CTP) and other equipment and proof the layout and design of plates to ensure quality control before the plates are used on printing presses in production. Therefore, the Information Technology Specialist class series is not the best fit for Mr. Smith's assigned duties and responsibilities.

The **Graphics Assistant** definition states the position "[p]roduces illustrative materials for print and non-print media using a variety of production steps, methods and techniques."

The Graphics Assistant distinguishing characteristics include the following:

Positions at this level perform graphics production activities involving a variety of steps and techniques including creating photomechanical art, layout, proofreading galleys, handlettering, freehand or technical drawing, and photographic reproduction, in order to produce publications, charts or graphs, signage, drawings, or other illustrative materials.

Positions work under technical guidance and work is reviewed in process and upon completion. Positions may conceptualize and design repetitive projects or assigned portions of larger projects.

Note: For the purposes of this specification, the term illustrative means to make clear or more easily understood through the use of drawings, charts, or other materials.

In addition to operating the CTP equipment and laminator, Mr. Smith's position performs trimming, quality checks and proof assembly. While not a perfect fit, Mr. Smith's duties and responsibilities align with the overall scope of work described in the Graphics Assistant job class.

Overall, the following examples of work lend support to the scope and level of responsibility assigned to Mr. Smith's position:

- Produces camera-ready materials for reproduction;
- Lays out and produces charts, graphs, and diagrams;
- Creates freehand technical drawings from instructions or sample;
- Produces drawings and other illustrative materials for publications and/or presentations;
- Cuts mats; mounts photographs;
- Operates graphics lab equipment;
- Proofs galleys for type, style, and format.

Mr. Smith's position adds any finishing touches to the plates and performs quality assurance before going to the printing presses.

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 concurred with the former Personnel Appeals Board's conclusion 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. Allegrì v. Washington State University, PAB Case No. ALLO-96-0026 (1998).

The overall focus of Mr. Smith's position and his assigned duties and responsibilities best align with the Graphics Assistant class specification, and his position should be reallocated to that class.

**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 – 14<sup>th</sup> Avenue S.W., 4<sup>th</sup> Floor, Olympia, Washington.***

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

c: John Smith  
Tony Brown, DES  
Lisa Skriletz, OSHRD

Enclosure: List of Exhibits

**John Smith v. DES**  
**ALLO-11-100**

**List of Exhibits**

1. Request for Director's Review, received October 20, 2011
2. October 1, 2011 reallocation decision letter from DES
3. Position Description Form in effect on October 1, 2011
4. Information Technology Data Processor 3 Class Specification 480H
5. Information Technology Specialist Class Series Concept
6. Graphics Assistant Class Specification 198E