



**STATE OF WASHINGTON  
OFFICE OF FINANCIAL MANAGEMENT**

STATE HUMAN RESOURCES DIVISION | DIRECTOR'S REVIEW PROGRAM  
P.O. Box 40911 · Olympia, WA 98504-0911 · (360) 902-9820 · FAX (360) 586-4694

September 9, 2013

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

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

SUBJECT: Richard Langhorn v. Tacoma Community College (TCC)  
Allocation Review Request ALLO-13-002

**Director's Determination**

This position review was based on the work performed for the six-month period prior to November 16, 2012, the date TCC Human Resources (TCC-HR) received Mr. Langhorn's request for a position review. As the Director's Review Investigator, I carefully considered all of the documentation in the file, the exhibits, and the verbal comments provided by both parties during the review telephone conference. Based on my review and analysis of Mr. Langhorn's assigned duties and responsibilities, I conclude his position is properly allocated to the Maintenance Mechanic 1 classification.

**Background**

On November 16, 2012, Mr. Langhorn submitted a Position Review Request (PRR) with TCC-HR, asking that his position be reallocated to the Maintenance Mechanic 2 (MM2) classification (Exhibit B-5).

Mr. Dave Halverstadt, Chief HR Officer, Grays Harbor College conducted a position review of Mr. Langhorn's position on behalf of TCC. Mr. Halverstadt provided the results of his review to TCC-HR (Exhibit B-2) and by letter dated December 13, 2012, TCC notified Mr. Langhorn that his position was properly allocated to the Maintenance Mechanic 1 class (Exhibit B-1).

On January 8, 2013, the State HR Division, OFM, received Mr. Langhorn's request for a Director's review of TCC's allocation determination (Exhibit A-1).

A Director's review telephone conference was conducted with the parties on July 25, 2013. Present for the meeting were Richard Langhorn; Steven Sloniker, Representative, WPEA; Clint Steele, Director, Facilities and Capital Projects, TCC; Sylvia Barajas, VP for Administrative Services, TCC; Paula Sheldon, Employment Manager, TCC; and Dave Halverstadt, Chief HR Officer, Grays Harbor College.

### **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. Langhorn works for the Maintenance Department within the Administrative Services Division on the TCC campus. He performs a variety of maintenance and repair activities on campus buildings and facilities. He performs a variety of locksmith, electrical, plumbing, carpentry, and general maintenance activities. He also responds to emergency non-routine repair calls and situations across campus. Mr. Langhorn also provides administrative maintenance support to the MSDS and Hazardous waste programs for the department.

In the PRR, Mr. Langhorn describes his major job duties as follows:

- 20% Keys-Locksmith-Proximity System - Work unsupervised to perform skilled work and preventive maintenance on all door locks and related hardware. Replace batteries and perform downloads, install new locks and hardware, provide back up to the front end control of on-line locks, assist in planning of door systems required of new buildings.
- 15% Non-Routine Radio Calls - Respond to emergency radio calls as needed. This task requires independent thinking to perform any task that is required at the time of the call.
- 10% Campus Lighting – Replace bad bulbs, rewire new ballasts and switches, diagnose problems, and operate 45 foot lift to service parking lot lighting.
- 10% Windows and Doors – Replace or schedule replacement of broken windows, correct all on-going door issues on campus.
- 10% Carpentry – Skilled use of all hand tools and all shop equipment to perform a very long list of projects such as repairing multi-media cabinets, installing benches, pouring concrete, installing equipment for individuals with special needs, installing mail slots in doors, hanging white boards and cabinets, build cabinet units, seismic bracing, etc....all of these jobs are required to make the college a more inviting environment for both employees and students.
- 10% Signage – Make and or order and install all required signage that is needed on campus. This job requires knowledge of campus standards and ADA requirements.
- 5% Administering MSDS Program – I compile and organize a working list of all chemicals and materials that have MSDS sheets, input and administer the on-line MSDS program per OSHA requirements. This job is performed completely unsupervised.

- 5% Administer hazardous waste program – Collect, recycle and dispose of all hazardous waste on campus. Submit yearly hazardous waste report per DOE requirements. This job is performed completely unsupervised.
- 5% Fire Systems – Alarm testing, fire pump confidence, rotating valves, fire extinguisher service per TFD requirements.
- 5% Plumbing – Repair broken toilets and or replace broken valves and fixtures.
- 5% Electrical – Replace and or rewire existing outlets, light fixtures, switches and circuits.

Mr. Clint Steele, Director, Facilities and Capital Projects, is Mr. Langhorn's supervisor. Mr. Steele signed the PRR, indicating that Mr. Langhorn's description of his assigned duties and responsibilities is accurate and complete. Mr. Steele states in his comments that Mr. Langhorn often works independently to troubleshoot, repair, or remodel facilities and equipment. Mr. Steele indicates that Mr. Langhorn's decision making authority includes determining the means and methods for completing his assigned work orders and also the schedule for completion if it is not noted on the work order. He also indicates that Mr. Langhorn purchases standard parts and materials for preventative or corrective maintenance and determines the work parts or materials for non-standard purchases.

#### Summary of Mr. Langhorn's Perspective

Mr. Langhorn asserts he is performing work at the MM 2 level. Mr. Langhorn contends his knowledge, skills, and level of independence in troubleshooting and repairing assigned work orders and other maintenance items fits the MM 2 class level of responsibility. Mr. Langhorn contends he has the trust of his supervisor and the director to make the proper decision on all jobs without consulting with them first. Mr. Langhorn asserts he is able to work without supervision on mechanical equipment, perform preventive maintenance, monitor all safety equipment and systems, and operate all hand and power tools.

Mr. Langhorn asserts that he performs all of his work fully independently which includes having complete control on the proper products to use for his assigned lock repair work. Mr. Langhorn asserts he also makes all of his own decisions with regard to the planning, supplies, and techniques needed to complete the carpentry, plumbing, electrical, painting and machinist jobs he is assigned.

In total, Mr. Langhorn believes the MM 2 is the correct classification for his position.

#### Summary of TCC's Reasoning

TCC acknowledges that approximately forty percent of Mr. Langhorn's time is spent performing skilled locksmith and other skilled maintenance and repair work. However, TCC asserts the majority of his time (60%) does not include performing work in skilled trades as defined by industry trade profession standards. Therefore, TCC contends the majority of Mr. Langhorn's time involves performing sub-journey level maintenance and repair work and his position is therefore properly allocated to the MM1 level class.

### Comparison of Duties to 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.

### Comparison of Duties to the Maintenance Mechanic series

The Class Series Concept for Maintenance Mechanic positions includes performance of the following:

. . . 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. . . .

Mr. Langhorn performs a variety of general maintenance and repair activities requiring a working knowledge of a variety of skill fields including locksmith, electrical, painting and plumbing. His position should therefore be allocated to a class within the Maintenance Mechanic series.

### Comparison of Duties to the Maintenance Mechanic classes

The Definition for the Maintenance Mechanic 1 class states:

Positions perform semi-skilled and sub journey work in the maintenance, repair, remodeling, alterations and construction of buildings, grounds, facilities, and equipment. Positions are used as general repairers when no immediate journey level tradesperson is available. General repairer positions are used when it would be impractical to have several journey level tradespersons on site. Other positions perform a variety of semi-skilled maintenance duties requiring a limited knowledge of various trade skills. These positions work independently in routine maintenance assignments or under the technical direction of a journey level position.

There are no Distinguishing Characteristics for this class

The Definition for the Maintenance Mechanic 2 class states:

This is the journey, working or occupational level of the series. Positions at this level perform a variety of skilled work in the operation, maintenance, repair, remodeling and construction of buildings, grounds, machinery, mechanical facilities and equipment, and hospital facilities, systems and equipment. Incumbents work independently and utilize a general knowledge of several related skill fields such as plumbing, electrical, welding, carpentry, and machinist work.

The Department of Personnel's Glossary of Classification Terms defines "journey-level" as:

...Fully competent and qualified in all aspects of a body of work and given broad/general guidance, can complete work assignments to standard under

minimal supervision. Also referred to as the working or fully qualified occupational level.

While the portion of Mr. Langhorn's duties involving locksmith maintenance and repair reaches the requirements of the definition of MM 2 class, the majority of his time is spent performing a variety of sub-journey level repair and maintenance work consistent with the MM 1 level class.

Mr. Langhorn has primary responsibility for the maintenance and repair of all door locks and locking systems on campus. As acknowledged by the college, Mr. Langhorn has complete responsibility for the maintenance of all locks and related repairs on campus. This work, which comprises approximately twenty percent of his time, is consistent with the MM 2 level class.

However, the majority of Mr. Langhorn's duties involve performing a variety of sub-journey tasks requiring semi-skilled knowledge and skills. For example, Mr. Langhorn performs routine electrical tasks for campus lighting fixtures and systems such as replacing bad light bulbs and re-wiring ballasts and switches. The scope of his plumbing work involves performing routine plumbing tasks such as repairing broken toilets and replacing valves and plumbing fixtures.

Additionally, he performs routine electrical work such as replacing light bulbs or rewiring existing outlets, light fixtures and switches. The scope of Mr. Langhorn's electrical work does not involve performing skilled maintenance, operation and repair of electrical systems of buildings. Mr. Langhorn independently troubleshoots and repairs electrical outlets, light fixtures, fluorescent lighting ballast, and other basic electrical problems. He stated during the telephone conference that he does not generally complete the lock-out tag-out of electrical power circuits prior to repairing lighting and other fixtures. The overall scope of his electrical work is routine in nature which is consistent with the requirements of the MM1 level class.

Further, Mr. Langhorn performs routine carpentry tasks such as replacing broken window glass or scheduling glass replacements by vendors. Mr. Langhorn stated during the review conference that the scope of this work does not involve cutting siding or performing trim work. Mr. Langhorn also stated during the review conference that the scope of his carpentry work with class room or other cabinets involves repairing and replacing hinges and doors on existing cabinets or wall units and does not include performing new construction. He does not perform skilled carpentry work involving building remodels or constructing facilities in accordance with project requirements.

His duties relative to monitoring safety, fire protection and environmental control equipment includes performing monthly alarm testing, rotating water valves for building 15, and overseeing the fire extinguisher servicing program in accordance with the Tacoma Fire Department's standards. Mr. Langhorn stated during the review conference that he does not repair or perform maintenance on campus fire suppression systems.

Mr. Langhorn's other duties involve responding to routine service requests and performing a variety of semi-skilled work for various tasks including installing signs and repairing doors, screens, floors, floor coverings, and painting surfaces. He also provides administrative support to the department regarding the MSDS and hazardous waste programs on campus.

Consistent with the MM1 level definition, Mr. Langhorn works independently in completing his routine maintenance assignments and does not require the technical direction of a journey-level position. He performs his work independently and with little guidance from other maintenance mechanics, his lead, or his supervisor, Mr. Steele.

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 referenced Allegrì v. Washington State University, PAB Case No. ALLO-96-0026 (1998), in which the Personnel Appeals Board noted 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.

In total, when comparing the overall scope of Mr. Langhorn's assigned duties and responsibilities to the job classifications, his position does not reach the requirements of MM 2 class.

Based on the level, scope and diversity of the overall duties and responsibilities assigned to Mr. Langhorn's position, his position should remain allocated to the MM 1 classification.

### **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 PRB Office is located on the 4<sup>th</sup> floor of the Insurance Building, 302 Sid Snyder Avenue SW, Olympia, Washington. The main telephone number is (360) 902-9820, and the fax number is (360) 586-4694.

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

c: Richard Langhorn  
Steve Sloniker, WPEA  
Paula Sheldon, TCC  
Lisa Skriletz, SHR

Enclosure: List of Exhibits

**RICHARD LANGHORN v TACOMA CC**

**ALLO-13-002**

List of Exhibits

A. Richard Langhorn Exhibits

1. Director's Review Form for Richard Langhorn, received by Director's review program on January 8, 2013
2. Allocation determination letter from Silvia Barajas to Richard Langhorn dated December 13, 2012
3. Allocation review results memo to Paula Sheldon from David Halverstadt dated December 13, 2012 regarding allocation determination of Richard Langhorn's position.

B. TCC Exhibits

Cover letter from Paula Sheldon to Karen Wilcox dated February 5, 2013 enclosing the following exhibits:

1. Allocation determination letter from Silvia Barajas to Richard Langhorn dated December 13, 2012
2. Position review memo to Paula Sheldon from David Halverstadt dated December 13, 2012 regarding allocation determination of Mr. Langhorn's position
3. Dave Halverstadt's position review interview notes
4. December 2007 Position Description Form for Richard Langhorn's position
5. Position Review Request form for Richard Langhorn with supervisor's signature received November 16, 2012 by TCC HR
6. VP Silvia Barajas response to Paula Sheldon regarding Mr. Langhorn's job duty statements dated November 27, 2012
7. State HR class specification for Maintenance Mechanic 1, (626J)
8. State HR class specification for Maintenance Mechanic 2, (626K)
9. Organizational chart for Administrative Services division, TCC