



STATE OF WASHINGTON  
OFFICE OF FINANCIAL MANAGEMENT

STATE HUMAN RESOURCES DIVISION | DIRECTOR'S REVIEW PROGRAM  
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March 19, 2014

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

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

SUBJECT: Bruce Bolding v. Washington Department of Fish and Wildlife (WDFW)  
Allocation Review Request ALLO-13-041

This position review was based on the work performed for the six-month period prior to November 13, 2012, the date WDFW Resources received Mr. Bolding's request for a position review. As the Director's Review Program Investigator, I carefully considered all of the documentation in the file, the exhibits, and the written comments provided by both parties. Based on my review and analysis of Mr. Bolding's assigned duties and responsibilities, I conclude his position is properly allocated to the Fish and Wildlife Biologist 4 (Bio 4) classification.

**Background**

On November 13, 2012, WDFW HR received Mr. Bolding's Position Review Request (PRR) form, requesting that his Fish and Wildlife Biologist 4 position be reallocated to Natural Resource Scientist 4 (NRS 4) (Exhibit B-6). On February 11, 2013, Mr. Bolding submitted a second PRR to WDFW HR which included a revised description of his assigned duties and responsibilities (Exhibit B-4).

WDFW HR notified Mr. Bolding on June 10, 2013 that his position was properly allocated to the Bio 4 class (Exhibit B-2).

On June 14, 2013, State Human Resources, OFM received Mr. Bolding's request for a Director's review of WDFW's allocation determination (Exhibit A-1).

On January 27, 2013, I conducted a Director's review conference with Bruce Bolding; Rhonda Fenrich, Attorney at Law; Chris Donley, Inland Fish Program Manager, and Walter Bracy, Human Resource Consultant, WDFW.

Following the review conference the parties submitted additional information, the last of which was received on February 21, 2014. This information has been added to the record and incorporated as exhibits to the file.

### **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. Bolding manages the Warmwater Program within the Fish Management Division of the WDFW. Mr. Bolding reports to Mr. Chris Donley, Inland Fish Program Manager. Mr. Donley reports to Mr. Craig Burley, who is the Fish Management Division Manager.

Mr. Bolding states in the Position Purpose of the PRR (Exhibit B-4) that his position is responsible for the planning, development, implementation and administration of the statewide Warmwater Program responsible for 17 species of fish and their environments with a \$2.4 million dollar budget. Mr. Bolding supervises one full-time Biologist 3 position and coordinates the work of a statewide staff of 14 biologists.

Mr. Bolding describes his major job duties in the PRR as follows:

#### **50% Duty**

Plan, lead and organize the work performed by the Warmwater Fish Program staff statewide while developing and implementing the short and long term strategic plan. Also, develop, prepare and monitor the Warmwater Fish Program operating budget, promote the Warmwater Program inside and outside the agency to provide and expand recreational opportunity for warmwater fish. Incorporate artificial production of fish into the Warmwater Program's strategic plans and statewide management.

#### **Tasks**

- Act as "lead" for all statewide Warmwater Program staff and their duties.
- Direct and design field research and analysis of data to improve warmwater fish management and maintain sustainable fisheries.
- Help develop sampling and monitoring protocols for various warmwater communities and populations across the state which provide critical recreational fisheries.
- Working with the Strategic Plan, other mandates and priorities, communicate with staff to keep them focused and on schedule.
- Regular contact with all staff to receive their ideas of Program priorities and provide them guidance.
- Contact with staff to ensure routine duties are maintained according to schedule and proper protocol and that they are staying within allotted budgets.
- Organizing sub-committees from across the Fish Program to assist in the design of the Warmwater strategic plan (WW 20-Year Plan) both short- and

long-term.

- Assemble and disseminate the plan to Fish Program staff to incorporate the elements of the 20-Year plan into the work plans of all Warmwater Program Staff so the plan is realized on schedule.
- Consult with Fish Program budget staff to determine spending authority.
- Prioritize spending & allocate appropriate amounts for all the warmwater codes into CAPS.
- Monitor the expense and revenue regularly in order to responsibly maintain the budget.
- Communicate regularly with Warmwater Program staff and Fish Program administration so everyone is up to date on the current status of the budget, revenue and fund balance.
- Regular contact with constituent groups, other state and federal agencies, NGO's and the press to promote our program through written, phone, email and in-person media.
- Represent the agency to numerous outside agencies and groups.
- Work with tribes, federal agencies, NGO's and constituents to actively manage warmwater resources statewide. This includes promotion, supplementation, suppression, control and protection of various populations of fish, both native and non-native.
- Many of those activities are relative to ESA issues and compliance.
- Work with Ringold-Meseberg hatchery staff to help determine spawning and rearing protocols, production goals, distribution of reared fish, adherence to proper agency disease policies and monitoring budgets.
- Arranging purchases of out-of-state fish to supplement the Warmwater Program's strategic plan for opportunities of varying species.
- Constantly re-evaluate current management strategies in order to improve sustainable opportunities.

25% **Duty**

Co-Manage the Lake and Stream Rehabilitation Program

**Tasks**

- Schedule and execute yearly purchases of rotenone for the program, which includes working with WDFW and ES (Department of State Procurement) purchasing/contract staff to ensure legal purchase and payment and working with vendor to assure the product is delivered on time and with the proper specs.
- Work with regional staff to determine which waters will be rehabbed each year.
- Keep statewide staff on task and on schedule and adhering to legal and permit parameters. The list of tasks for a rehab season is extensive; from creating management plans to holding public meetings to purchasing and maintaining equipment.
- Create "The Binder" each year, which contains all legal and permit

requirements that guide and regulate the program and projects, the contents of "The Binder" are extensive; from approval by the Director and Regional Program Managers to our national discharge permit to documentation showing adherence to all legal requirements to management plans to justification for all projects to SEPA permitting.

- Arrange public meetings, communication with DOE, responses to public comments and requests for information, attend public meetings; procure SEPA approval.
- Arrange the extension and renewal of federal contracts that fund the program and create the required yearly reports to the USFWS in adherence to the contract requirements.
- Oversee, maintain and manage the budget program (~\$350,000 per year).

10% **Duty**

Supervise the Warmwater Biologist 3 (Bruce Baker) stationed in Olympia.

**Tasks**

- Communicating with him daily to make sure he is following his work plan and being productive.
- Provide guidance when he has policy and procedure questions.

5% **Duty**

Manage the triploid trout stocking plan and purchase.

**Tasks**

- Assembling the triploid trout statewide stocking plan
- Taking Inland Fish Policy Advisory Group input on the stocking plan.
- Preparing the Green Sheet for Commission approval.
- Setting up the purchase contract with WDFW and ES (Department of State Procurement) purchasing/contract staff.
- Contacting the vendor to arrange the purchase.
- Contacting WDFW hatchery staff to arrange pick-up and delivery.
- Arranging payment.
- Quality control checking at every stage of the process to make sure everything happens on schedule. The entire process is highly schedule-driven and a premier opportunity program within the Fish Program and Inland Program.

5% **Duty**

Manage the Inland Fish Policy Advisory Group

**Tasks**

- Being the primary liaison between the group and the agency and the

member's primary agency contact.

- Managing membership in the group (advertising for members each two-year cycle, taking and organizing applications, ranking their qualifications, helping to decide which members should be in the group, contacting each applicant with a "yes" or "no, sorry")
- Organizing and scheduling meetings (time, location, lunch, agenda, speakers/presenters) and contacting everyone attending to communicate all logistics.
- Taking notes at each meeting to be later dispersed back to the group.
- Communicating any current Inland Program issues of interest to the group and taking/recording their feedback and any other concerns or communications they have.

5% **Duty**

Assist the Inland Fish Program Manager with developing and implementing the Integrated Inland Fish Management Program.

**Tasks:**

- Help organize and attend statewide planning meetings.
- Direct Warmwater Program staff to participate in planning and implementation of the warmwater component of the integrated plan.

Supervisor's Comments

Mr. Donley completed the supervisor's portion of the PRR. Mr. Donley disagrees with portions of Mr. Bolding's description of his assigned duties and responsibilities as being fully accurate and complete.

Mr. Donley indicates that Mr. Bolding's description of his assigned duties and responsibilities for managing the Warmwater Program for the department is accurate and complete; however, for his other activities, Mr. Donley states that Mr. Bolding's position serves in a supportive role to him rather than in a sole management role for those functions. For example, Mr. Donley states that Mr. Bolding assists him with the Lake and Stream Rehabilitation Program rather than co-managing the program. Further, Mr. Donley also indicates that Mr. Bolding assists him in facilitating the Inland Fish Policy Advisory Group.

Mr. Donley also clarified that Mr. Bolding does not manage the Triploid Trout Stocking Plan and Purchase program. Mr. Donley states in his comments that he manages the program and that Mr. Bolding's duties with respect to this program principally involve coordinating trout transport and purchasing activities only.

In addition, Mr. Donley states that, "For all duties assigned to his position, including those duties associated with the Warmwater Program, decision making and accountability are held by the Inland Fish Program Manager and ultimately the Fish Management Division Manager."

Summary of Mr. Bolding's Perspective

Mr. Bolding asserts that he serves as the agency expert in warmwater biology, management and research consistent with the NRS 4 level class. Mr. Bolding states that he is responsible for

determining the needs, goals and objectives of the Warmwater Program. Mr. Bolding asserts that he also assists with the design and implementation of the Integrated Inland Fish Program Plan and assist with managing various trout resources across the state.

Mr. Bolding asserts that he serves in a higher level administrative management position as the program manager for the statewide Warmwater Program, rather than serving in a biological position as it is currently classified. Mr. Bolding asserts the scope of his position extends beyond managing a single species within a single area or region to include responsibility for managing a statewide program with multiple species and environments across the entire state. This includes the Puget Sound Salmon Manager (NRS 3) or the Coastal Salmon Manager (NRS 3) or the Puget Sound Shellfish Manager (NRS 4) positions within WDFW. Mr. Bolding asserts his job responsibilities are also more similar to the Upland Game Program Manager, the Waterfowl Program Manager, the Deer and Elk Program Manager and the Black Bear, Cougar, Furbearer & Special Species Program Manager. Mr. Bolding asserts these positions also have responsibility for managing statewide programs with multiple species and environments across the state.

In addition, Mr. Bolding asserts he has assumed additional responsibility for managing other programs including co-managing the statewide Lake and Stream Rehabilitation and Triploid Trout Programs, and managing the Inland Fish Policy Advisory Group.

For these reasons Mr. Bolding asserts his position should be reallocated to the NRS 4 or equivalent class.

### **Summary of WDFW's reasoning**

Mr. Bracy asserts the overall level and scope of duties and responsibilities assigned to Mr. Bolding's position do not reach the requirements of the definition and distinguishing characteristics of the NRS 4 class. Mr. Bracy states in the determination that Mr. Bolding's position does not have designation by the Agency Director as the expert in a specialty field and that he does not supervise Natural Resource Scientist positions as required.

Mr. Bracy asserts Mr. Bolding's position does not include responsibility for performing natural resource research, but rather planning, leading, and developing statewide work performed by the Warmwater Fish Program staff; co-managing the Lake and Stream Rehabilitation Program, and developing and implementing the Warmwater Program. Mr. Bracy contends Mr. Bolding's position has primary responsibility for the coordination and leadership of an established program within WDFW which is consistent with the Bio 4 level class.

### **Comparison of Duties**

When comparing the assignment of work and level of responsibility to the available class specifications, the Class Series Concept (if one exists) followed by the 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 to the Management Analyst series**

The Class Series Concept for this series states:

Positions in this series analyze management problems, provide consultation, develop strategies, conduct research, formulate recommendations, and

coordinate implementation of strategic and long-range planning activities in areas such as business and organizational planning, budgeting, operations, policy issues, and proposed legislation. Incumbents develop and implement processes for monitoring and measuring outcomes of activities.

Mr. Bolding's position does not meet the intent of this class series of providing management analysis and consultation functions as the primary focus of his position.

Positions in this series analyze management problems, research, analyze, evaluate and make recommendations to higher level management regarding various management functions and activities such as conducting agency reorganizations, implementing legislative directives, developing policies and procedures, developing and implementing systems, implementing long-range strategic plans, formulating goals and objectives, resolving customer complaints, and meeting customer requirements.

Mr. Bolding's position has primary responsibility for managing an established fisheries management program within the WDFW. Mr. Bolding's position is responsible for planning, leading, developing and directing the statewide scientific and administrative work performed by Warmwater Program staff and others. A portion of Mr. Bolding's duties overlap with aspects of this class such as assisting in the development and implementation of the program's strategic plan. However, the emphasis of this work is to support the operations of the Warmwater program rather than providing management analysis support to management staff in the agency. As a whole, his position does not have responsibility for analyzing, conducting research, and formulating recommendations in a business and organizational planning, budgeting, operations, or other management-related context as required.

Therefore, the overall focus and thrust of his duties do not meet the intent of this class series concept and his position should not be allocated to a class within the Management Analyst class series.

#### Comparison of Duties to Environmental Planner 5

The Definition for the Environmental Planner 5 class states:

Serves as a planning consultant to a program manager, assistant director, or higher level manager. Coordinates the development of, and/or implements highly complex environmental resource plans, programs, policies and regulations.

The Distinguishing Characteristics for this class state:

This class requires written designation by an assistant director or higher level manager as the principal planning consultant for a specific agency area of responsibility. The duties assigned will require interprogram and/or interagency coordination at the program manager level, equivalent or above. Typically these positions are project employment.

Incumbents in this series develop, coordinate, and facilitate planning processes for environmental resource plans, programs, policies and/or regulations. Mr. Bolding's position does not have this focus.

Mr. Bolding does not serve as a planning consultant to a program manager, assistant director, or higher level manager. His duties do not include coordinating the development of, and/or implementation of highly complex environmental resource plans, programs, policies and regulations as required. Further, his position does not have written designation by an assistant director or higher level manager as the principal planning consultant.

For these reasons his position should not be reallocated to the Environmental Planner 5 class.

#### Comparison of Duties to Natural Resource Scientist 4

The Definition for this class states:

In a natural resources agency, supervises a unit of four or more natural resource scientist positions at least two of which are at the senior level; OR is designated in writing by the agency director as the agency's expert in a specialty field independently performing original scientific research with substantial publication of research findings in [referenced] publications applying in support of agency scientific programs and activities [at] the highest level of expertise in the specialty field existing within the broader scientific community.

Mr. Bolding's position does not meet the primary allocating factors of this position of supervising four or more natural resource scientist positions or having written designation from the agency director as the agency's expert in a specialty field with a primary emphasis in performing original scientific research with substantial publication of research findings in referenced publications as required.

Mr. Bolding's position has primary responsibility for managing an established fisheries management program within the WDFW. Mr. Bolding's position is responsible for planning, leading, developing and directing the statewide warmwater fisheries biology and other work performed by the Warmwater Program staff and others. The scope of his duties do not rise to the level anticipated by this class. For these reasons his position should not be reallocated to the NRS 4 class.

#### Comparison of Duties to Natural Resource Scientist 3

The Definition for this class states:

Performs natural resource research requiring ingenuity in the application of techniques where precedents are limited and objectives and scope are only broadly defined. May coordinate and implement natural resource management practices resulting from research findings.

The Distinguishing Characteristics for this class state:

The research situation, the duties and responsibilities assigned to the position and the qualifications of the incumbent are considered in the allocation of positions to this class series since these factors together constitute the actual position responsibility and form the basis for determining grade level. Incumbents allocated to this classification perform research requiring ingenuity in the application of techniques where precedents are limited and serve as a major research project leader.

Incumbents in this class serve as major research project leaders performing precedent setting research with limited application of research techniques within a natural resource setting such as tree, plant, or similar ecological system. Incumbents perform natural resource research requiring ingenuity in the application of techniques and positions may coordinate and implement natural resource management practices as a result of the research findings. The primary focus and overall scope of Mr. Bolding's duties do not meet this intent.

Mr. Bolding's position does not perform natural resource research and serve as a major research project leader as the primary focus of his position. The primary focus of Mr. Bolding's position is to serve as the agency's Warmwater Program manager. His position performs a variety of professional fisheries science, administrative, and managerial activities for the Warmwater Fish Program. This includes determining the Warmwater Program's needs and goals; planning, developing, administering and implementing the program's work plans and warmwater-related research projects; guiding all warmwater-regulations and policies, managing warmwater resources, working with governmental and tribal organizations, ensuring ESA compliance, and setting hatchery production goals.

A portion of Mr. Bolding's work includes supervising one fisheries biologist and leading other professional fisheries biology staff in conducting various warmwater fisheries research projects in accordance with their assigned work plans. The projects identified in exhibit A-3 indicates that his position works with statewide Warmwater Program fisheries biologists to provide guidance in the design and development of field research projects and analysis of data in order to improve warmwater fish management and maintain sustainable fisheries for the Warmwater program. Mr. Bolding also helps staff develop sampling and monitoring protocols for various warmwater communities and fish populations across the state. Therefore, a portion of Mr. Bolding's time is spent serving as an expert, senior-level fisheries biologist, working with lower level professional staff to plan, develop, and manage warmwater fisheries research studies and surveys.

However, while a portion of Mr. Bolding's duties involve similar aspects of the research functions described in this class, the focus and overall scope of Mr. Bolding's research activities are more narrowly focused on directing, developing, and managing research activities from a managerial perspective rather than a major research project leader. Further, his position does not conduct precedent-setting research in a natural resource setting. The scope of this portion of his work is fully consistent with the F&W Biologist class series and is more appropriate for the primary thrust of his position and the overall scope and level of work he performs.

Therefore, while aspects of Mr. Bolding's position reach the requirements of this class, the overall scope of his assigned responsibility, as well as the overall complexity, level of analysis and decision-making authority with respect to the assigned component of his research activities do not reach the NRS 3 class definition. His duties are more appropriately aligned within the Fish and Wildlife Biologist series.

In Cerna v. Employment Security Dept., PAB No. ALLO-03-0014 (2003), the board stated that "[i]t is not intended for a more generic classification to be used to allocate a position where the duties and responsibilities of the position are more precisely described by a more specific classification." [See also Nance v. Eastern Washington University, PAB No. 3769-A2 (1995)].

Further, the PAB has held that when there is a definition that specifically includes a particular assignment and there is a general classification that has a definition which could also apply to the position, the position will be allocated to the class with the definition that includes the position Mikitik v Depts. of Wildlife and Personnel, PAB No. A88-021 (1989).

In total, because the majority of his work does not encompass the scope of work described by this class, or the level of responsibility required by the Definition and Distinguishing Characteristics, Mr. Bolding's position should not be reallocated to the NRS 3 class.

Comparison of Duties to Fish and Wildlife Biologist 4

The Definition for the Fish and Wildlife Biologist 4 (Bio 4) class states:

In the Department of Fish and Wildlife, is a senior biologist responsible for:

Directing, developing, evaluating and managing statewide biological studies, research, resource assessments, policies, legislation or regulation;

OR

Supervises five or more permanent, full-time, professional biological staff such as managers of Wildlife Areas, species specialists, or researchers;

OR

Supervises permanent, full-time professional staff and is the District biologist responsible for all of a program's activities within a District;

OR

Negotiating mitigation for projects of state, national or international significance as the agency lead.

This class describes positions which serve as a senior-level biologist responsible for performing one or more of the functions described in the Definition of this class.

First, the scope and overall level of responsibility assigned to Mr. Bolding's position meets the first allocating factor identified in the Definition of this class of directing, developing, evaluating and managing statewide biological studies and research. Mr. Bolding is an expert, senior-level professional fisheries biologist. A portion of his time is spent planning, developing, evaluating and managing fisheries research studies and field work along with performing administrative and managerial activities as the manager of the statewide Warmwater Fish Program. Mr. Bolding directs field research activities and the analysis of data to improve fish management practices and activities for the statewide Warmwater program.

Further, although the typical work examples do not form the basis for an allocation, they lend support to the work envisioned within a classification.

The following are examples of the level of work assigned to the Bio 4 class, as stated on the class specification:

*Directs the program for protection of fish wildlife, habitat and lands at proposed and existing hydroelectric dams, thermal and nuclear power plants, water storage, and irrigation projects on a statewide basis; Maintains the statewide commercial salmon regulation system; Directs habitat management programs on a statewide basis; Functions as a statewide staff expert;*

As the manager of the Warmwater Fish Program, Mr. Bolding functions as the senior-level staff expert for the Warmwater program. He also helps biologists develop sampling and monitoring protocols for various warmwater communities and populations across the state.

Mr. Bolding's program management responsibilities are consistent with the typical work statements of maintaining a statewide fisheries management system, or directing a habitat management program on a statewide basis. Mr. Bolding is responsible for determining the needs, goals and objectives of the statewide Warmwater Program. He organizes sub-committees from across the Fish Program to assist in the design of the Warmwater strategic plan. He assists with the design and implementation of the Integrated Inland Fish Program Plan and assists higher level management staff in managing various trout resources across the state.

Mr. Bolding maintains contact with constituent groups, other state and federal agencies, NGO's and the press to promote the program. He arranges purchases of out-of-state fish to supplement the Warmwater Program's strategic plan for opportunities of varying species. He also states in his work duties that he constantly re-evaluates current management strategies in order to improve sustainable opportunities relative to the Warmwater fishery program. In addition, Mr. Bolding has assumed additional responsibility for other programs including the statewide Lake and Stream Rehabilitation and Triploid Trout Programs, and the Inland Fish Policy Advisory Group.

*Independently prioritizes, plans, coordinates and implements all work in assigned area of responsibility; supervises full time, professional biologists.*

Mr. Bolding supervises one full time professional biologist and acts as the lead for all statewide Warmwater Program staff in order to provide regular contact with all staff and provide guidance regarding their assigned work activities. He also assembles and disseminates the Strategic Plan to Fish Program staff to incorporate its elements into the work plans of all Warmwater Program Staff so that established milestones are realized on schedule. This includes communicating with staff to keep them focused and on schedule relative to the Department's Strategic Plan and other mandates and priorities.

Mr. Bolding also works with the Ringold-Meseberg hatchery staff to help determine spawning and rearing protocols, production goals, distribution of reared fish, adherence to proper agency disease policies and the monitoring of budgets.

*As agency lead, evaluates techniques and mitigation needs which will offer management solutions to preserve, protect, perpetuate or enhance the resource; assesses political and social impacts of management alternative of state, national, and international significance;*

Mr. Bolding represents the agency to numerous outside agencies and groups. This includes working with tribes, federal agencies, NGO's and other constituents to actively manage warmwater resources statewide which includes promotion, suppression, and control and protection of various populations of native and non-native fish.

*Manages budget and staffing requirements for area of responsibility;*

Mr. Bolding's position has responsibility to monitor and maintain the program's \$2.4 million dollar operating budget. This includes monitoring revenues and expenses, prioritizing spending and allocating appropriate amounts for all the warmwater codes into the budget system. He also communicates regularly with Warmwater Program staff and Fish Program administration staff to be up to date and current on the status of the budget, revenue and fund balance. He contacts staff to ensure routine duties are maintained according to schedule and proper protocols and that they are staying within allotted budgets. Mr. Bolding also consults with Fish Program budget staff to determine spending authority.

As a whole, the focus of his position, and the majority of his duties are consistent with the typical work statements of this class. As a senior level biologist, Mr. Bolding is responsible for independently prioritizing, planning, coordinating, and implementing the work for the Warmwater Program and other assigned duties within his assigned areas of responsibility.

In Byrnes v. Department of Corrections, PRB No. R-ALLO-06-005 (2006), the Board held that “[w]hile a comparison of one position to another similar position may be useful in gaining a better understanding of the duties performed by and the level of responsibility assigned to an incumbent, allocation of a position must be based on the overall duties and responsibilities assigned to an individual position compared to the existing classifications. The allocation or misallocation of a similar position is not a determining factor in the appropriate allocation of a position.” Citing to Flahaut v. Dept’s of Personnel and Labor and Industries, PAB No. ALLO 96-0009 (1996).

Most positions within the civil service system occasionally perform duties that appear in more than one classification. However, 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).

In total, the overall level, scope and diversity of his assigned duties and responsibilities are more closely in line with the Fish and Wildlife Biologist 4 class. Therefore, the primary thrust of his position falls within the scope and level of responsibility stated in the definition of the Fish and Wildlife Biologist 4 class. Mr. Bolding’s position should remain allocated 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:

The mailing address for the Personnel Resources Board (PRB) is P.O. Box 40911, Olympia, WA 98504-0911. 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 PRB Office is located on the 4<sup>th</sup> floor of the Insurance Building, 302 Sid Snyder Avenue SW, Olympia, Washington, 98501-1342. 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: Bruce Bolding, WDFW  
Rhonda Fenrich, Attorney at Law  
Walter Bracy, WDFW  
Lisa Skriletz, SHR

Enclosure: List of Exhibits

**BRUCE BOLDING v DFW**

**ALLO-13-041**

List of Exhibits

A. Bruce Bolding Exhibits

1. Director's Review Form received by State HR on June 14, 2013
2. DFW allocation determination letter from Walter Bracy to Bruce Bolding dated June 10, 2013

Cover letter from Rhonda Fenrich to Karen Wilcox dated July 21, 2013 submitting the following exhibits:

3. List of Research Projects
4. Examples of work titled, "Other Work Directed/Guided"
5. Examples of work titled, "Supervisory Responsibility Examples"
6. State HR Class Specification for Management Analyst 5, 109M
7. State HR Class Specification Environmental Planner 5, 542V
8. State HR Class Specification for Natural Resource Scientist 3, 516M
9. State HR Class Specification for Natural Resource Scientist 4, 516N
10. Position Description form for Donald Martorello
11. Position Description form for Rich Childers
12. Position Review Request – Employee Portion for Bruce Bolding (no signatures or dates)
13. Position Review Request – Supervisor Portion signed by Chris Donley April 9, 2013
14. Position Description form for Bruce Bolding when position was downgraded to Biologist 4 (no signatures or dates)
15. Position Description for Brian Eadie
16. Position Description for Steve Jackson
17. Bruce Bolding Resume
18. Fish Program Organizational chart dated June 2013
19. Document providing list of Tribes, Outside agencies and Constituent groups
20. 2011-2013 Warmwater Fish Budget and related emails
21. Warmwater Strategic Plan and relevant emails
22. Document listing performance expectations from Bruce Baker Position Description Plan for 2013
23. Emails providing examples of Staff Directives and other work regarding Lake Rehabilitation activities

24. Email regarding meetings with Director re: Rehab Projects
25. Email re: Trout Availability
26. Email regarding filling Vacancies in Warmwater Program
27. Emails regarding Warmwater Work Plans
28. Email regarding a review of a Grant County Scientific Collector's Permit review
29. Email regarding input regarding a staff performance evaluation
30. Emails Regarding IFPAG Meetings and Authority
31. Organization chart for DFW – Wildlife Program Diversity
32. Organization chart for DFW – Wildlife Program Game Division

Exhibit submitted following the review conference

33. Email from Rhonda Fenrich to Kris Brophy dated February 21, 2014 enclosing a final response statement to Mr. Bracy's February 11, 2014 statement (exhibit B-12)

#### B. DFW Exhibits

1. A copy of the Request for Director's review from Bruce Bolding received by State HR dated June 14, 2013
2. DFW Allocation Determination letter dated June 10, 2013
3. Position Review Request - Supervisor Portion, received by HR on May 7, 2013
4. Position Review Request - Employee Portion, received by HR on February 11, 2013
5. Position Review Request Supervisor Portion, received by HR February 11, 2013
6. Position Review Request Employee Portion, received November 13, 2012
7. Fish and Wildlife Biologist 4 position description
8. Organizational Chart
9. State HR Class Specification for Natural Resource Scientist 3
10. State HR Class Specification for Natural Resource Scientist 4
11. State HR Class Specification for Fish and Wildlife Biologist 4

Exhibit submitted following the review conference

12. Email from Walther Bracy dated February 11, 2014 submitting a statement from Chris Donley, Inland Fish Program Manager.