



STATE OF WASHINGTON
OFFICE OF FINANCIAL MANAGEMENT

STATE HUMAN RESOURCES DIVISION | DIRECTOR'S REVIEW PROGRAM
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January 14, 2015

TO: Tina Hadden

FROM: Holly Platz, SPHR
Director's Review Program Investigator

SUBJECT: Tina Hadden v. Department of Corrections (DOC)
Allocation Review Request ALLO-14-029

The Director's review of DOC's allocation determination of your position has been completed. The review was based on written documentation provided by you and by DOC. A list of the documents reviewed is attached. In addition, I considered the guidance provided in Personnel Resources Board appeal decisions.

As the Director's Review Investigator, I carefully considered all of the documentation submitted by you and by DOC in this matter. Based on my review and analysis of your assigned duties and responsibilities, I conclude your position is properly allocated to the Warehouse Operator 3 classification.

Background

You requested a reallocation of your Warehouse Operator 4 (WO4) position to the Correctional Industries Supervisor Assistant (CISA) classification by submitting a Position Review Request form to DOC's Correctional Industries Human Resources (HR) Office on September 11, 2013.

By letter dated February 19, 2014, DOC denied your request and determined that your position should be reallocated to the Warehouse Operator 3 (WO3) classification. (Exhibit B-1)

On March 17, 2014, you requested a Director's review of DOC's determination. (Exhibit A-1)

At the time of your position review request, your position was located in the Distribution Warehouse at Washington Corrections Center (WCC) Correctional Industries (CI). Your position became part of CI in 2012 when commissary functions were centralized. The responsibilities of your position changed due to the centralization of commissary functions. Because you requested your position review in September 2013, the timeframe for the review is September 2012 to September 2013. (See Article 31 of the relevant Collective Bargaining Agreement between the State of Washington and Teamsters Local Union 117.)

In your written argument (Exhibit A-4), you indicate your duties have changed since you initially requested your position review. Your duties subsequent to September 11, 2013 are not within the scope of this review.

Based on your description of duties in your Position Review Request (PRR) form (Exhibit A-2), I have summarized your duties and responsibilities as follows:

- 30% Entering offender orders for processing and completing credits
- 30% Delivering commissary orders to offenders and filing and destroying receipts
- 15% Handling correspondence, inquires and public disclosure
- 20% Supervising the work of three offenders including planning work, making adjustments to the work plan to meet delivery preparation, maintaining safety and security, maintaining tool control, assuring offenders are training in the proper use of equipment and procedures and taking corrective action when needed. (*This responsibility was added to your position with the centralization of commissary functions.*)
- 5% Assisting with coverage and providing a presence in the Distribution Warehouse for other staff and offenders working in the warehouse.

The Position Description Form (PDF) that was in effect for your position at the time of your review request reflects the duties of your position prior to the centralization of commissary functions. (Exhibit B-3) Your supervisor indicated that the PDF for your subordinate (Exhibit B-7), which he signed on March 30, 2012, provided a more accurate description of your duties. He also provided additions and clarifications of the duties you listed in the PRR. (Exhibit B-6)

Summary of Ms. Hadden's Perspective

You argue that in addition to performing your daily assigned duties, you assist in supervising all 24 of the offenders in the building, assist with issuing tools and tool inventories and escort offenders to the officer station for pat searches. You state that you are the only person in CI besides your supervisor who has supervisory responsibility for both staff and offenders. You contend that you process as many work orders as other DOC facilities but that you handle them many more times due to moves and transfers of offenders while offender classification takes place. You explain that you distribute orders out of the back of the delivery truck and while doing deliveries, you also supervisor offenders. You further explain that a CISA rover position is being hired and that this position will provide coverage for absences in the WCC CI Commissary, Distribution Warehouse, Laundry and Kitchen and that this position will also provide coverage for your position in your absence.

Summary of DOC's Reasoning

DOC argues that the Warehouse Operator 3 specifically encompasses the functions of your position including your responsibility for supervising one lower level employee and offenders. DOC asserts that there is a distinct difference between supervising CI Class II offenders in a work training program as encompassed in the CISA and supervising Class III offenders who perform work in support of agency operations. DOC contends that the offenders who support the offender store are not engaged in a Class II offender work training program. DOC also contends that working for CI does not dictate the allocation of positions within the organization. DOC argues that you use "senior level skills to process commissary orders, follow the daily schedule, meet deadlines, complete paperwork, receive and distribute inventory, and resolve day-to-day logistical problems." (Exhibit B-14) DOC recognizes that you supervise a Warehouse

Operator 2 and train and oversee offender workers. But, they contend that the reason for your position is to receive, record and issue products from the commissary hub, deliver products to offender living units and collect new orders to enter into the commissary ordering system. DOC asserts that the level, scope and diversity of the overall duties and responsibilities of your position are best described by the Warehouse Operator 3 classification.

Rationale for Director's Determination

In your Director's Review Request form you indicate that CI Laundry and Kitchen staff are being paid at the CI pay level but that stores staff are not. The pay level of other staff is not within the scope of an allocation review. The Personnel Resources Board has determined that while 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. Flahaut v. Dept's of Personnel and Labor and Industries, PAB No. ALLO 96-0009 (1996).

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).

Class Specifications

The following classification standards, in descending order, are the primary considerations in allocating positions:

- a) Category concept (if one exists).
- b) Definition or basic function of the class.
- c) Distinguishing characteristics of a class.
- d) Class series concept, definition/basic function, and distinguishing characteristics of other classes in the series in question.

In addition, while not allocating criteria, the typical work or examples of work statements provide support to the duties typically performed at each level within the class series.

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).

The Class Series Concept for the Correctional Industries Supervisor series states:

This series works with offender inmates to teach them a variety of trades and other skills used in the manufacturing process. Positions learn to balance work schedules and due dates, materials, costs, different production lines and product quality, supervise, teach, and train offenders in the work unit.

The definition for the Correctional Industries Supervisor Assistant level states: "[t]his is the entry level of the series. Positions assist in unit production, quality assurance, and supervision of offender workers in all aspects of production, processing, or service unit."

Your position does not perform the scope of work described in the CIS Class Series Concept or the CISA Definition. Your work is primarily focused on receiving and recording products from the commissary hub, delivering and issuing products to offenders and collecting new orders. You are not responsible for balancing materials, costs, different production lines or product quality. Rather, your position exists to process commissary orders for delivery while meeting required deadlines and needs of the institution.

When there is a class 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 should be allocated to the class that specifically includes the position. Mikitik v. Dept's of Wildlife and Personnel, PAB No. A88-021 (1989); see also, Waldher v. Dept. of Transportation, PRB Case No. R-ALLO-08-026 (2009).

There is a class specification that specifically includes the body of work assigned to your position.

The Class Series Concept for the Warehouse Operator series states:

Positions in this class series either supervise or perform warehouse functions in a central warehouse or a major area within a large warehouse. These positions are located in separate buildings devoted to receiving, storing and shipping supplies, equipment, furnishings or provisions.

Your position fits within the concept for the Warehouse Operator series.

The Definition for the Warehouse Operator 3 classification states:

This is the senior level of the series. Positions lead staff and participate in the work of procuring, receiving, storing, inventory control, or shipping operations in a commissary or warehouse, or electronic/communications stockroom, or a combination of these activities. Some positions manage the retail store and/or food counter at a large institution.

Your position fits within the Definition of the WO3 class. You are responsible for receiving and distributing offender orders and collecting new orders. This is consistent with the work of procuring, receiving and shipping activities described at the WO3 level.

In addition, the Typical Work statements for the WO3 class encompass your duties and responsibilities in regard to assigning work, training subordinates and supervising lower level staff

as well as your responsibilities for receiving and distributing orders. For example, the Typical Work statements include:

Assigns personnel and equipment used in a commissary or warehouse operations;
trains subordinates in warehousing activities;

...

Checks and oversees or supervises the checking of all incoming shipments and goods received; makes proper entries on inventory cards; responsible for receiving, checking, storing, and shipping dry goods, foodstuffs, drugs, and janitorial, office, farm, garden, hardware, industrial, and mechanical supplies and equipment; and/or communication parts and components;

...

May supervise lower level staff.

The majority of your overall duties and responsibilities fit the Class Series Concept and Definition of the Warehouse Operator 3 classification and are consistent with the typical work encompassed in the WO3 class. Your position is properly allocated.

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 3rd floor of the Raad Building, 128 10th Avenue SW, Olympia, Washington. The main telephone number is (360) 407-4101, and the fax number is (360) 586-4694.

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

c: Sarena Davis, Teamsters Local 117
Nicole Baker, DOC
Lisa Skriletz, SHR

Enclosure: List of Exhibits

TINA HADDEN v DOC
ALLO-14-029

A. Tina Hadden Exhibits

1. Director's Review Form received March 17, 2014
2. March 5, 2014 Letter of request with list of duties
3. February 19, 2014 DOC allocation determination letter
4. November 10, 2014 final argument letter

B. DOC Exhibits

1. Allocation determination letter, dated February 19, 2014
2. Position Review Request requesting reallocation, received by the agency on September 11, 2013
3. Current Position Description on file, signed by the incumbent and supervisor February 25, 2011
4. Organizational Chart for WCC Correctional Industries, dated September 1, 2013
5. Notes from a conversation with WCC CI General Manager Charles Barrow, conducted on November 26, 2013
6. Follow-up email string with Mr. Barrow, dated November 26, 2013 through December 6, 2013
7. Position Description for subordinate Warehouse Operator 2 position (Pos. #IG65) in the same commissary performing like duties
8. Position Review Request for subordinate Warehouse Operator 2 position (Pos. #IG65) in the same commissary performing like duties
9. Warehouse Operator 1 Class Specifications
10. Warehouse Operator 2 Class Specifications
11. Warehouse Operator 3 Class Specifications
12. Warehouse Operator 4 Class Specifications
13. Correctional Industries Supervisor Assistant Class Specifications
14. DOC final response, November 25, 2014
15. Commissary Procedures