



**STATE OF WASHINGTON  
OFFICE OF FINANCIAL MANAGEMENT**

STATE HUMAN RESOURCES DIVISION | DIRECTOR'S REVIEW PROGRAM  
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May 5, 2015

TO: Franklin Plaistowe,  
Rules & Appeals Section Chief

FROM: Meredith Huff, SPHR, MPA  
Director's Review Program Investigator

SUBJECT: Maury Webber v. Central Washington University (CWU)  
Allocation Review Request ALLO-14-037

**Director's Determination**

This position review was based on the work performed for the six-month period prior to January 6, 2014, the date the Position Review Request was received by the CWU's Human Resources office. As the Director's Review Investigator, I carefully considered the documentation in the file and information gathered during a phone conference with the parties. Based on my review and analysis of Mr. Maury Webber's assigned duties and responsibilities, I conclude his position should be reallocated to the class of Media Maintenance Technician Lead.

**Background**

On January 6, 2014, the CWU HR office received Mr. Webber's request for a position review. Mr. Webber worked as an Information Technician 2 for CWU at the Lynnwood-Edmonds campus. (Exhibit B-2)

By letter dated April 21, 2014, Mr. Stephen Sarchet, CWU's HR Representative, notified Mr. Webber that his position was being reallocated from Information Technician 2 to Media Technician Supervisor, effective January 6, 2014. (Exhibit B-1)

On April 22, 2014, the State HR Director's Review Program received Mr. Webber's Request for a Director's Review. Mr. Webber indicated that he felt his position should be reallocated to Information Technology Specialist 3 classification. (Exhibit A-1)

On January 28, 2015, I conducted a phone conference with Mr. Webber and Mr. Sarchet.

### **Guidance 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).

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.

"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)

### **Current Position Description (Exhibit A-2)**

The time frame for this review is the six months prior to January 6, 2014, the date Human Resources received the Position Review Request. Mr. Webber submitted a copy of a CWU Position Description signed and dated on March 7 and March 11, 2014. CWU's Human Resources did not date stamp receipt of this document. As the signature dates are outside this review's six months' time frame, I did not include this Position Description in my review.

### **Position Review Request (PRR) (Exhibit B-2)**

Mr. Webber reports to Colleen Halvorson, Manager of the CWU Help Desk, who reports to Chris Pratz, Director of Client Services.

Mr. Webber's Position Purpose is described as:

"Install, monitor, maintain, support and repair IT technology, synchronous data streaming technology and Mediated Classroom technology for all of Lynnwood and Pierce Campuses. Provide on call support for data streaming technology for main campus and all University Centers from 5 pm to 10 pm."

Mr. Webber described his duties and responsibilities on the PRR as follows:

#### **80% of time, in part:**

- Serve as system administrator, including scheduling, coordinating designing, maintaining, and testing of data streaming and classroom technology for CWU-Lynnwood.

- Initial database design, network mapping and network connectivity, reconfiguring existing networks, or building networks within existing standards....
- Independently install and configure network hardware/software.
- Identify minor to major network data streaming operational problems that impact CWU-Lynnwood and CWU-Westside....
- Develop and implement emergency fixes and resolve hardware system problems.
- Use advanced hardware and software diagnostic tools such as RMX Network Manager and CMA Network Manager to analyze equipment and operating system and network performance during data streaming to identify and resolve problems....
- Interact with clients and users to resolve both straight forward and complicated technological problems. Orient users on functionality.
- Monitor and enhance operating environments to ensure optimal performance. Apply software patches to eliminate operating errors.
- Maintain, modify, install, test and debug system-level software such as operating systems, device drivers, memory managers, and communications software.
- Install and power LAN ports in classrooms and faculty offices.
- Provide maintenance and operations support for applications such as CMAD, Iprint, and Blackboard/Canvas LMS.
- Assist clients in defining and prioritizing requirements, analyze customers' service and equipment needs, provide information ...on the capabilities and limitations of ...systems.
- Assists users in ordering and installing data communication equipment.
- Conduct needs assessments, requirements, analysis and evaluate products for applications, computing and/or telecommunication technologies for use at CWU-Lynnwood and CWU-Westside...
- Set up monitoring tools. Review systems logs/messages. Investigate performance problems.

**10% of time:**

- Conduct verbal customer service surveys and make recommendations for system enhancements.
- Supervise 3-7 lower level staff and students.
- Assign and lead staff to ensure standards are met.
- Assess training needs, determine training approaches and develop training materials.

**10% of time:**

- Send, receive, print, copy and distribute documents for faculty in technology enhanced classrooms.
- Proctor and collect tests, exams, quizzes, papers, and homework for students in technology enhanced classrooms.

Mr. Webber states his responsibilities include supervision of five part-time students and temporary distant education Support Techs. For these positions, he has responsibility to hire, train, schedule, assign duties and evaluate performance.

- One student works - 5 hours per week for 11 months
- One student works - 10 hours per week for 11 months
- One student works - 14 hours per week for 11 months
- One temporary works - 14 hours per week for 11 months
- One temporary works - 15 hours per week for 11 months

Mr. Webber's decision making authority includes the following decisions without consulting his supervisor:

- Data streaming settings
- Network connectivity settings
- Streaming endpoint database settings
- Service call prioritization
- Repair procedure, replacement procedure, and pull from service determination

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

During the phone conference, Mr. Webber confirmed that he works at CWU's Lynnwood and Pierce campuses. Mr. Webber stated it is his responsibility to keep all of the equipment and networks, software and systems operating so classes are not interrupted or delayed. When there is a problem, he figures out the solution and performs the correction or fix. If there is a major malfunction, Mr. Webber may request that the class move to a different room. His goal is to minimize the effects of technology problems in the classroom. He noted that for his clients, which include faculty, staff, students and administrators, he resolves technical problems such as connecting to the building intranet and setting up computers and other equipment. Sometimes he provides training on how to operate the equipment.

Mr. Webber gave examples of his work as installing new printers, and desktop and personal computers and connecting those items to the intranet. He frequently provides one-on-one training for a student or faculty person on how to use the network printers, copiers and software. Mr. Webber explained that he does repairs such as pull and replace fuses and circuit boards. He makes recommendations for replacing outdated software and equipment. Mr. Webber indicated that he infrequently connects with his supervisor, who is located at CWU main campus in Ellensburg. He stated that he works with a Broadcast Engineer at the CWU campus regarding technical repair and replacement issues that he cannot resolve. Mr. Webber stated that operations and networks staff would handle installation of network lines to sites for connections, as they handle the physical network.

Mr. Webber also discussed the Priority Tickets listing as an indication of the variety of issues that may come to him for resolution. He often enters the problem in the ticket record after he has resolved the issue as his priority is to provide service; it is then recorded as "low priority" or "closed" as the problem is resolved. The tickets may represent simple or complicated problems with computers or media equipment, networks and/or software. (Exhibit B-2)

Mr. Webber discussed his role as supervisor of student and temporary employees who provide services in his absence. He selects, trains and schedules these employees.

Mr. Webber noted his concern that people perceive that he works with media. He emphasized that it is no longer "audio-video" – it is computer based. He stated the equipment is network-cabled to send information to the computer or to an intranet or internet. He indicated that the classroom cameras, microphones and other audio and video equipment also are computer based; the information is converted to digital signals and sent to other equipment. He provides support for all the desk tops and networked equipment. Mr. Webber provided additional information about positions from another college, which he feels are similar to his position.

Mr. Webber stated that he feels the Information Technology Specialist classifications better describe his work as 80% of his work time is spent independently providing support for computer based systems, network streaming and LAN administration.

### **Summary of Supervisor Comments**

On February 20, 2014, Colleen Halvorson, Mr. Webber's supervisor, completed the Supervisor Review section of the Position Review Request, and stated: "I think that Maury should be given an ITS1 or ITS2. He has over stated his skill set, for example, saying he is a system administrator, but he deserves an upgrade." It is indicated that no new duties have been assigned to Mr. Webber's position since the previous review.

The level of guidance exercised over Mr. Webber's position is marked as: "Work assignments are carried out in accordance with established policies and objectives. The employee plans and organizes the work, determines the work methods to be employed, and assists in determining priorities and deadlines. Complete work is reviewed in terms of effectiveness in producing expected results."

In response to "Please list examples of decisions that the employee is authorized to make without your prior review", it states: "Maury Webber works in Lynnwood so there is little oversight of him on a daily basis." (Exhibit B-2)

### **Summary of Human Resource Perspective**

By memorandum dated April 21, 2014, Mr. Stephen Sarchet, CWU HR Representative, advised Gene Shoda, Assistant Vice President, Information Services, in-part:

"...Based on my review of the duties and responsibilities assigned to Mr. Webber, I have determined Mr. Webber's duties are best described by the Media Technician Supervisor class specification and his position should be reallocated. The determination is based on the fact that the preponderance of the duties and responsibilities of the position are of the nature, complexity, and scope that are in general conformance with, and best described by the Media Technician Supervisor class specification."

... . "While Mr. Webber emphasized the use of technology in the performance of his duties, the majority of the work he performs is in support of and/or in supervision of those who provide media support for the distance education, classroom support, and video conferencing. Mr. Webber uses RMX to build and maintain databases with end user information such as their IP address and type of info they receive, to control and monitor data transfer, bandwidth, and connections for video transmissions. He sets up, maintains, monitors, and corrects network connections ...for video transmissions, including corrections while video streaming is in progress. Mr. Webber refers issues with media equipment to the Media Engineer and technology issues that he can't resolve are referred to Computer support services or Networks and Operations..." (Exhibit B-1)

During the phone conference, Mr. Sarchet confirmed that his decision to reallocate Mr. Webber's position took into consideration that the computer systems, for which Mr. Webber is responsible, are specific to media equipment and software needs in the classrooms. He stated that the bulk of Mr. Webber's work is media directed at the level expected for allocation to the Media Technician Supervisor.

## **Personnel Resources Board's (PRB) Findings on Supervision and Lead Responsibilities**

### **Supervisor**

The State HR *Glossary of Classification Terms* defines Supervisor as follows:

**"Supervisor.** An employee who is assigned responsibility by management to participate in all of the following functions with respect to their subordinate employees:

- Selecting staff
- Training and development
- Planning and assignment of work
- Evaluating performance
- Resolving grievances
- Taking corrective action

Participation in these functions is not routine and requires the exercise of individual judgment."

In providing further guidance on the definition of supervision, the PRB determined that

"[s]upervision of an organization typically includes setting organizational goals, developing plans to meet goals and objectives, developing policies and procedures, preparing budgets, adjusting and authorizing expenditures, controlling the allocation of program resources, and the supervision of staff." Dawson v. South Puget Sound Community College. PRB Case No. R-ALLO-08-001(2008).

The overall scope and level of responsibility assigned to Mr. Webber's position does not reach having full supervisory responsibility over the media services staff as required. For example, Mr. Webber does not have authority for preparing budgets, adjusting and authorizing expenditures, and controlling the allocation of program resources as expected by the PRB's decision. Therefore, a classification of Supervisor would not be a best fit for allocation of Mr. Webber's position.

### **Lead**

The Lead definition in the *Glossary of Classification Terms* states:

**"Lead.** An employee who performs the same or similar duties as other employees in his/her work group and has the designated responsibility to regularly assign, instruct, and check the work of those employees on an ongoing basis.

Mr. Webber's responsibilities for student and temporary employees are aligned with the definition of Lead. Allocation of Mr. Webber's position to a classification that is a Lead is appropriate.

## **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. While examples of Typical Work identified in a class

specification do not form the basis for an allocation, it lends support to the work envisioned within a classification.

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. Dudley v. Dept. of Labor and Industries, PRB Case No. R-ALLO-07-007 (2007). (Italics added)

### **Comparison of Duties to Information Technology (IT) Specialist classes.**

#### **Class Series Concept for all IT Specialist classes is found on IT Specialist 1 (479I):**

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.

For a position to be allocated to one of the IT Specialist classes, the position's duties and responsibilities must fit within the Class Series Concept shown on the IT Specialist 1 class.

The primary focus of Mr. Webber's position is supporting and maintaining media-related technology for the CWU's distance education classes. During the review conference, he indicated his responsibility is to ensure that the media technology problems in the classrooms are minimized by resolving related computer, software and data streaming issues. He sets up, maintains, monitors and corrects network connections for video transmissions, including making corrections while video streaming is in progress.

Although Mr. Webber's delegated responsibilities involve using computers and computer systems to complete his assigned media-related responsibilities, overall, the nature and focus of his assignments do not reach to the level of providing "*professional information technology systems or applications support*" as anticipated by the Class Series Concept of the IT Specialist classes. Rather, the primary focus of Mr. Webber's position is to support CWU's distance education operations at Lynnwood and Pierce campuses by ensuring that media technology problems are minimized. Further, the focus of Ms. Webber's position to support distance education, does not fit within one of the information technology disciplines listed in the Class Series Concept.

Mr. Webber's position's focus, duties and responsibilities fall outside the intended scope of the IT Specialist Class Series Concept and description. The IT Specialist class series is not the best fit for allocation of Mr. Webber's position.

**Comparison of Duties to Media Technician classes.**

**Class Series Concept for all Media Technician classes is at Media Technician 1 (203E):**

Perform a variety of operations, routine maintenance and production duties in support of media services such as graphics, photography, audio visual and video equipment, and multi-media computerized systems.

The extent of Mr. Webber's assigned responsibilities goes beyond routine maintenance in that he provides development and technical support for media systems such as designing, installing, troubleshooting and consulting in support of distance education. Additionally, Mr. Webber does not have significant responsibilities for "production duties in support of media services such as graphics, photography, audio visual and video equipment, and multi-media computerized systems" as anticipated for a position allocated to the Media Technician series.

There are some overlaps between Mr. Webber's position's responsibilities and the Class Series Concept for Media Technician classes. However, overall, Mr. Webber's assigned responsibilities are broader and at a higher level than "routine maintenance and production duties" in providing support for the media hardware, software and data streaming activities at Lynnwood, Pierce and other campuses. Therefore, the Media Technician series is not the best fit for allocation of Mr. Webber's position.

**Comparison of Duties to Media Maintenance (MM) Technician classes.**

**Class Series Concept for all MM Technician classes is at MM Technician 1 (592E)**

Diagnose malfunctions, maintain, repair, install, construct, and test electronic media and/or multi-media equipment and systems. Provide media maintenance technical support.

Perform repairs in a variety of working environments such as media centers, auditoriums, mobile sound systems, audio recording systems, electronic conference centers.

This series is distinguished from the Computer Maintenance Technician series in that the installation, maintenance and repair of personal or other computers, other than computer equipment used in media production or as instructional media, is limited.....

This series is distinguished from the Electronics Technician series by working primarily on electronic media and/or multi-media equipment and systems.

This series is distinguished from the Broadcast Technician series by not performing radio and/or television broadcast equipment operation, production, or programming activities.

As described by Class Series Concept of the Media Maintenance Technician series, Mr. Webber diagnoses a variety of media-related equipment and system malfunction situations. He provides testing, maintenance, installations and other repairs, as necessary, in support of the distance education programs. He provides support to CWU's Lynnwood and Pierce, and often at other CWU campuses, such as Wenatchee, Highline, Yakima and Moses Lake.

The PRR indicates that for a majority of his work time, Mr. Webber responds to incidents or issues that require him to diagnose malfunctions and/or to maintain, repair, install, and test electronic media and/or multi-media equipment and systems that are located in classrooms and other areas. He monitors and enhances operating environments to ensure optimal performance, applies software patches to eliminate operating errors and debugs system level software operating systems, device drivers, and communications software. When data streaming across multiple CWU campuses, Mr. Webber uses hardware and software diagnostic tools such as RMX Network Manager and CMA Network Manager to analyze equipment, operating system and network performance to identify and resolve problems. He provides orientation and technical support to faculty, staff and students. He provides lead support to student and temporary employees. Mr. Webber provides maintenance and operations support for applications such as CMAD, Iprint, and Blackboard/Canvas LMS.

Mr. Webber's assigned responsibilities are aligned with the criteria of the Class Series Concept for the Media Maintenance Technician in that the work Mr. Webber performs is directly related to diagnosing malfunctions, providing maintenance, repair, installation, and testing of electronic media equipment and systems. He provides media maintenance technical support to faculty, staff and students. Overall, the Media Maintenance Technician is an appropriate class series for allocation of Mr. Webber's position.

This allocation determination is further supported by a Personnel Resources Board (PRB) decision.

In Alvarez v. Olympic College, PRB No. R-ALLO-08-013 (2008), the Board 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 that specifically includes the position. " See Mikitik v. Depts. of Wildlife and personnel, PAB No. A88-021 (1989)."

Therefore, the allocation of Mr. Webber's position to a Media Maintenance Technician class is a better fit than the Information Technology classes.

### **Comparison of Duties to Media Maintenance Technician Lead (MMTL) (592H)**

#### **Definition**

Lead assigned personnel and perform complex media maintenance work troubleshooting, maintaining, constructing, installing and repairing media and/or multi-media equipment and systems.

#### **Distinguishing Characteristics**

Regularly assign, instruct and check the work of others. Under general direction, perform complex media maintenance, construction and repair work as a senior level technician such as: designing and constructing specialized multi-media interfaces; recommending update or replacement service work for major media control systems; assisting in media installation planning.

Mr. Webber is the lead person for five part-time student and temporary support technicians. He provides oversight and training in performing the media-related responsibilities that are required to maintain the distance education programs. (Exhibit B-2 pgs. 8 and 10)

Mr. Webber's Supervisor, Colleen Halvorson, commented on the level of supervision exercised over Mr. Webber's position: "Work assignments are carried out in accordance with established policies and objectives. The employee plans and organizes the work, determines the work methods to be employed, and assists in determining priorities and deadlines. Completed work is reviewed in terms of effectiveness in producing expected results.... [Mr. Webber] works in Lynnwood so there is little oversight of him on a daily basis." (Exhibit B-2a)

Mr. Sachet (CWU HR) confirmed that "...the majority of the work he [Mr. Webber] performs is in support of and/or in supervision of those who provide media support for the distance education, classroom support and video conferencing. ....He sets up, maintains, monitors, and corrects network connections...for video transmissions, including corrections while video streaming is in progress...." (Exhibit B-1)

The PRR indicates Mr. Webber spends a majority of his work time providing media technical service to his clients. He is responsible for responding to and resolving media related computer hardware, software and data streaming problems at the CWU Lynnwood and Pierce and other campus. He installs media related equipment such as computers, printers and webcams; updates media software programs; solves connectivity issues and independently installs and configures network hardware and software.

Mr. Webber schedules and coordinates data streaming across multiple CWU campuses during the evening hours. During data streaming, he uses hardware and software diagnostic tools such as RMX Network Manager and CMA Network Manager to analyze equipment and operating system and network performance to identify and resolve problems. He analyzes and corrects network malfunctions and replaces faulty hardware modules in networked equipment as necessary. He develops and implements emergency fixes and resolves hardware system problems. He provides orientation and technical support to faculty, staff and students. He provides lead support to student and temporary employees.

As described in the documentation and during the telephone interview, Mr. Webber performs variety of specialized operations, maintenance and production duties to support CWU's distance education centers. These responsibilities, his lead duties and the level of guidance provided by his supervisor, are aligned with the expectations of responsibilities and level of work encompassed in the Definition and Distinguishing Characteristics of the Media Maintenance Technician Lead class.

### **Typical Work (in part)**

Although the Typical Work identified in a class specification does not form the basis for an allocation, it lends support to the scope and level of work performed by that class. The Typical Work statements that most closely align with Mr. Webber's duties include the following items.

- Troubleshoot, repair, maintain, install, and test media equipment and systems . . .
- Recommend update and/or replacement service work for major media control systems;
- Assist in media installation planning;

- . . . troubleshoot malfunction(s) to system, board or component level using diagnostic software as needed to locate malfunction(s);
- Perform mechanical, electro-mechanical, or electronic repair(s) to system, board, or component level; calibrate and/or test for proper operation;
- May develop inventory lists; order, stock, catalog and store electronic components; may maintain technical reference library and maintain database files for equipment inventory;
- May perform limited maintenance or repair on computers;
- May set up and operate media display or recording systems for special events;

**Review of Priority Tickets (Exhibit B-2 pgs. 16-27)**

The 416 customer service Priority Tickets that are listed from July 2013 through December 31, 2013, show the following activities:

<u>Problem/Issues/ Activity</u>	<u># of Tickets</u>	<u>% of Total</u>
• Software updates	138	33%
• Network connectivity issues	70	18%
• Data routing/recovery/transfer/conversion/loss	63	15%
• Printers: install, connection, settings, codes	67	15%
• Audio, login, tutorials, network jacks, etc.	50	12%
• PC, monitors, webcams: install/replace/move	28	7%

The Priority Tickets indicate that support was provided to CWU campus centers in Lynnwood, Pierce, Wenatchee, Highline, Yakima and Moses Lake.

The Priority Tickets reflect the level and type of work anticipated by the Media Maintenance Technician classes.

Based on my review of all the information, I find that Mr. Webber's position's primary focus, the complexity of his duties and assignments for maintaining media technology, and his responsibilities for leading student and temporary employees accurately align with the nature and level of responsibilities anticipated in the Media Maintenance Technician Lead classification. Mr. Webber's position's purpose and the majority of his duties, as a whole, fall within the scope and level of responsibility stated by the Definition and Distinguishing Characteristics of this class. They are further supported by the Typical Work statements of the Media Maintenance Technician Lead.

A position's allocation is not a reflection of performance or an individual's ability to perform higher-level work. It is clear that Mr. Webber is a skilled and dedicated member of the CWU Lynnwood's staff. Rather, a position review is based on the majority of work assigned to a position and how that work best aligns with the available job classifications.

Mr. Webber's overall level of responsibility, technical responsibilities and lead assignments best fit within the Media Maintenance Technician Lead (592H) classification. His position should be reallocated to this classification.

**Appeal Rights**

RCW 41.06.170 governs the right to appeal. RCW 41.06.10(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 3<sup>rd</sup> floor of the Raad Building, 128 10<sup>th</sup> 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.

Cc: Maury Webber, Employee  
Stephen Sarchet, Human Resource Consultant, CWU  
Colleen Halverson, Manager of Help Desk, CWU

Enclosure: List of Exhibits

**MAURY WEBBER**  
**ALLO-14-037**

A. Maury Webber Exhibits

1. Request for Director's Review
2. Current Position Description
3. Performance and Development Plan from 6/2012-6/2013
4. Position Description from Edmonds Community College
5. Position Description from Washington State University
6. Position Description from Central Washington University
7. Reallocation Letter Dated March, 22,2013

B. CWU Exhibits

1. Results of Classification Review, April 21, 2014
2. Position Review Request with attachments, January 6, 2014
  - a. Supervisor Portion PRR
  - b. Org Chart
  - c. Ticket Log
3. Media Technician Supervisor class specification
4. IT Technician 1 class specification
5. IT Technician 2 class specification
6. IT Specialist 1 class specification

C. Class Specifications

1. Media Technician 1 (203E)
2. Media Technician Supervisor (203H)
3. IT Technician 1 (479I)
4. IT Technician 2 (479J)
5. IT Specialist 1 (479I)
6. Media Maintenance Technician 1 (592E)
7. Media Maintenance Technician Lead (592H)