



**STATE OF WASHINGTON**  
**OFFICE OF FINANCIAL MANAGEMENT**  
STATE HUMAN RESOURCES | DIRECTOR'S REVIEW PROGRAM  
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February 9, 2015

TO: Peter Granum

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

SUBJECT: Peter Granum v. Department of Corrections (DOC)  
Allocation Review Request ALLO-14-090

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.

As the Director's Review Investigator, I carefully considered all of the documentation submitted by you and by DOC in this matter. In addition, I considered the guidance provided in prior Director's review determinations and in Personnel Resources Board appeal decisions. Based on my review and analysis of your assigned duties and responsibilities, I conclude your position is properly allocated to the Electronic Technician 4 classification.

### **Background**

On July 23, 2014, DOC's Clallam Bay Corrections Center Human Resources (HR) received your Position Review Request (PRR), asking that your Electronic Technician 4 (ET4) position be reallocated to the Information Technology Specialist 3 (ITS3) classification. (Exhibit B-2)

DOC HR conducted a position review and notified you by letter dated August 19, 2014 that your position was properly allocated to the ET4 class. (Exhibits A-3 and B-1)

On September 16, 2014, the State Human Resources office received your request for a Director's review of DOC's allocation determination. (Exhibit A-1)

This position review was based on the work performed for the six-month period prior to July 23, 2014, the date DOC HR received your request for a position review.

### **Duties and Responsibilities**

Your position is assigned to the Plant Maintenance department at Clallam Bay Corrections Center (CBCC). At the time of your review request, you reported to Jack Brandt, Facility Manager, and you acted as the lead for an Electronics Technician 3 position.

Your major job duties are described in your PRR (Exhibit B-2). Your supervisor agrees that the information in the PRR is accurate. In addition, the duties you perform that you feel are outside

of the ET4 classification are described in your PRR. In your PRR, you describe your duties as follows:

- 30% Maintain, troubleshoot, repair and program the Programmable Logic [Controllers] and networks which operate door open/close drives, interlocks, and door status indicators throughout the facility. Maintain, troubleshoot, repair and program the servers, network fiber optics, work stations, touch screens, intercom devices, and staff interface units for the high security areas (IMU, TAC).
- 10% Maintain, troubleshoot, repair and program the base and portable 800 MHz radio [transceiver] systems, also the radio frequency portions of other systems in the facility. Programming individual frequency combinations for different radio duty requirements, [generating] and programming individual ID's for each radio, [e]nsuring that all radios are operating on the local repeater frequencies, on the interoperability frequencies, and not causing interference on neighboring channels. Using a laptop and [proprietary] software to [e]nsure that the radios meet federal standards for frequency, power, modulation, tones and non-harmful [emissions]. Maintain, troubleshoot, and repair repeaters and antenna systems at remote locations.
- 10% Maintain, troubleshoot, and repair the Simplex fire detection system, the 14 microprocessor based nodes, smoke, heat and water flow sensor networks, the fiber optic network between nodes, the annunciators at the nodes and the full computer driven read out at the comm. center. Also several stand alone alarm systems.
- 5% Maintain, troubleshoot, repair and program the taut wire fence computer, interface and display network.
- 15% Maintain, troubleshoot, repair, install and program the closed circuit television system cameras, network cabling, switchers, multiplexers, video recorders, and monitor/playback equipment.
- 5% Maintain, troubleshoot, repair and program satellite master antenna television system, aligning downlink, programming receivers, modulators, adjusting distribution amplifiers and repairing network connection.
- 20% Maintain, repair, troubleshoot, and program 22 stand alone computers and the network interface that controls all building heating, cooling, and air exchange functions.
- 5% Maintain, troubleshoot, repair and program all of the walk through metal detectors. And all of the [uninterrupted] power supplies on electronic equipment maintained by Electrician (sic) Technician.

In your PRR, you also describe the reasons why you believe your position fits the ITS3 class. These reasons include the requirement to follow DOC purchasing policies to assure compliance with state law purchasing regulations and policies for Information Technology (IT) purchases. You explain that IT purchases include: "acquisition or leasing of equipment, acquisition of software, services and products used in storing, processing, transmitting, and displaying all forms of electronic information for data processing, office automation, component control

systems, multimedia, telecommunications (i.e. voice/data cabling and components), and video telecommunications." You further explain that:

"The systems that used to be analog have been replaced with digital, computer driven or programmed systems. These systems have to be updated and changed and repaired on a weekly [basis]. There is no one that can program the HVAC, Touch Screen door controls and programmable logic controllers. If we had someone come out to make changes it would cost the state thousands of dollars. The radios are microprocessor driven and require a computer to program and tune [them]. The technology and [programming] has evolved so much over the years that it is now out of the ET classification and [falls] under the IT classification guidelines. The perimeter fence is also monitored by a computer system. The metal detectors run on a microprocessor platform and program with an [infrared] remote, etc."

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

In Exhibit A-5, you argue that 75% of your time is spent troubleshooting, fixing and changing programming to better address safety at CBCC. You explain that many future projects will need programming including the new turn style gate for the recreation yard and the door indicator for the Medium Security Complex (MSC). You further explain that you monitor heating, ventilation and air conditioning (HVAC) daily and that you are responsible for troubleshooting, quality assurance and additional programming to assure the comfort of staff and inmates. You argue that you program two touch screens that control the MSC slider gate project, the MSC security cameras and the new recording system. You assert that you develop scope of work documents, assist in defining the services and equipment need for jobs, order supplies for jobs and projects, determine the steps that need to be accomplished for projects, set up maintenance schedules and coordinate designs with upper management. You explain that you modify systems to make sure that database designs meet institutional needs, reconfigure systems and determine if systems need to be updated, provide quality assurance for projects and when required, you create installation plans. You contend that you create, independently install and configure system hardware and software and oversee the work performed by vendors. In addition, you assure that software licenses are in place and are updated for the systems for which you are responsible. You assert that you are the system administrator for all the touch screen systems and the HVAC systems, that you spend most of your time writing code for changing weather, performing quality assurance, designing, programming and maintaining systems. You argue that you analyze, troubleshoot, diagnose and correct malfunctions for three separate networks that include:

- The HVAC system that communicates with twenty two computers or cabinets.
- The fourteen alarm fire alarm system that utilizes fiber optics.
- The door control system with twenty five computers and is networked with switches along with the CCTV system.

In addition, you explain that you conduct trend analyses to alert for potential problems and to proactively repair problems before they occur.

You assert that the majority of your duties are beyond the scope of the ET4 classification and that your position more closely aligns with the ITS3 classification.

### **Summary of DOC's Reasoning**

DOC acknowledges that IT tools and functions are used to perform Electronics Technician duties that support and maintain CBCC's electronic security and communication system programs, components, equipment and operations. However, DOC asserts that the focus and

purpose of your work is best defined by the Electronic Technician class series which includes support the testing, maintenance, troubleshooting, and installation of electronic security and safety systems. DOC contends that the majority of your work includes maintaining the electronic and computer equipment and components that support or control the security functions and systems. DOC argues that you lead an Electronics Technician 3 and serve as the senior level technician. DOC further argues that you perform "work in layout, construction and installation of electronic and safety equipment to support safety and security systems at the facility by ensuring the vital electronic systems of the facility that control access, security, surveillance, safety, communication and sanitation are operational. His work is encompassed by and most specifically described by the ET series." (Exhibit B-9)

### **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).

In your PRR form, you describe the purpose of your position as follows:

This position exists to maintain, repair, program, troubleshoot, network, and install electronic security systems, taut wire fence, metal detector/scanners, electronic communications systems, radios and closed circuit television systems, cameras, switchers, multiplexers, video tape recorders, and digital video recorders, satellite master antenna television system; Simplex fire detection and announcement system, detectors, computerized nodes, and control center computer monitor; control point consoles, power supplies controls switches, indicators, monitors and touch screen actuators for the computers; programmable logic controllers, input, output and relay drives to operate doors; and uninterruptible power supplies to protect the microprocessor/computer circuitry used in these systems.

### **Comparison to the Relevant Class Specifications**

When comparing the assignment of work and level of responsibility to the available class specifications, the class series concept (if one exists) followed by definition and distinguishing characteristics are primary considerations. While examples of typical work identified in a class specification do not form the basis for an allocation, they lend support to the work envisioned within a classification.

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

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

This category broadly describes positions in one or more information technology disciplines such as: Application Development And Maintenance, Application Testing, Capacity Planning, Business Analysis and/or Process Re-Engineering, Data Base Design And Maintenance, Data Communications, Disaster

Recovery/Data Security, Distributed Systems/LAN/WAN/PC, Hardware Management And Support, Network Operations, Production Control, Quality Assurance, IT Project Management, Systems Software, Web Development, or Voice Communications.

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

The definition for an **Information Technology Specialist (ITS) 3** states:

In support of information systems and users in an assigned area of responsibility, independently performs consulting, designing, programming, installation, maintenance, quality assurance, troubleshooting and/or technical support for applications, hardware and software products, databases, database management systems, support products, network infrastructure equipment, or telecommunications infrastructure, software or hardware.

Uses established work procedures and innovative approaches to complete assignments and coordinate projects such as conducting needs assessments; leading projects; creating installation plans; analyzing and correcting network malfunctions; serving as system administrator; monitoring or enhancing operating environments; or supporting, maintaining and enhancing existing applications.

The majority of assignments and projects are moderate in size and impact an agency division or large workgroup or single business function; or internal or satellite operations, multiple users, or more than one group. Consults with higher-level technical staff to resolve complex problems.

In a broad context, the tasks you perform may fit into the Information Technology Specialist classes. As technology advances and many tasks that were once performed by technicians become computerized, many functions and disciplines utilize computers to perform tasks that were once performed using less computerized processes. However, this does not change the purpose or nature of the work being performed. Rather, only the tools being used and the processes necessary to employ those tools have changed. While some aspects of the work you perform appear to be described by the IT classes, there is another class series that better describes your work and encompasses the focus and purpose of your position.

The Personnel Resources Board has determined that while one class appeared to cover the scope of a position, there was another classification that not only encompasses the scope of the position, but specifically encompassed the unique functions performed. Alvarez v. Olympic College, PRB No. R-ALLO-08-013 (2008). Further, the Board has consistently held that “[w]hen 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).

The Board has also held that 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. Dudley v. Dept. of Labor and Industries, PRB Case No. R-ALLO-07-007 (2007).

In addition, the Board has stated that, positions are to be allocated to the class which best describes the majority of the work assignment. Ramos v DOP, PAB Case No. A85-18 (1985).

Finally, in making the determination that the IT class series is not the best for your position, I reviewed prior Director's review determinations. The determination that your position does not best fit the IT class is consistent with prior Director's determinations. See for example: Starkenbug v. Dep't of Corrections, ALLO-13-043 (2013); Flores v. Dep't. of Corrections, ALLO-13-004 (2013); Perez v Dep't. of Corrections, ALLO-11-014 (2011); Fadden v. Dep't of Corrections, ALLO-09-012 (2009); Heue v. Dep't of Corrections, ALLO-09-013 (2009); Ferrucci v Dep't of Corrections, ALLO-09-014 (2009); Puckett v. Dep't of Corrections, ALLO-09-023 (2009); Huling v Dep't of Corrections, ALLO-09-026 (2009).

**Electronics Technician** is the first level of the ET class series. Class series are intended to be progressive which means that positions allocated to higher levels within the series may also perform the duties found at the lower levels. Reviewing the various levels within a series sets the concept for the series when no class series concept is available.

The definition for the Electronics Technician class states:

Installs, maintains, repairs and tests electrical and electronic systems used in security and alarm surveillance and instructs personnel in the proper operation and minor maintenance of this equipment. [Emphasis added]

The primary focus of your position falls within the scope of the Electronics Technician series as stated by the definition of the ET class. The ET class series specifically addresses installing, maintaining, repairing and testing electrical and electronic systems used in security and alarm surveillance which is consistent with the purpose and focus of your position.

In addition, a previous decision by the former Personnel Appeals Board (PAB) (predecessor to the Personnel Resources Board) provides guidance as to the type of work performed by positions allocated to the Electronics Technician classification. The PAB determined that:

The specification for the Electronics Technician classification states that incumbents perform skilled journey level work which includes installing, maintaining, repairing and testing electrical and electronic systems used in security and alarm surveillance and instructing personnel in the proper operation and minor maintenance of this equipment. The typical work for this class includes the installation and maintenance of internal security systems, including electronic surveillance systems, and conducting inspections and tests to ensure the security systems are functional. The typical work also includes recommending purchases of security devices, consulting with contractors, and instructing employees in the use and repair of security systems. This class specifically addresses the maintenance and repair of electrical and electronic systems used in security and alarm surveillance such as those used at Fircrest School. Hafzalla v. Dep't. of Social and Health Services, PAB No. ALLO-00-0025 (2001).

This is further supported in the Electronics Technician 2 class specification which is defined in part as performing journey-level work in the "layout, construction and installation of radio communications, electronic and safety equipment. Troubleshoots, maintains, repairs and tests analog, and/or digital electronic equipment. . . ."

You install, configure, test, maintain, troubleshoot and repair systems used for security and surveillance at Clallam Bay Corrections Center, as envisioned by the Electronic Technician series.

The definition for the **Electronics Technician 4** states, in relevant part, that positions serve as a lead or senior level technician and perform "work in layout, construction and installation of electronic and safety equipment. Troubleshoots, maintains, repairs and tests, analog, and/or digital electronic equipment. Delivers and installs equipment, calibrate test equipment. Assembles scientific instruments or electronic air monitoring systems. Implements and evaluates workflow priorities. Develops and disseminates instructions and information to unit personnel."

While typical work statements do not form the basis for an allocation, they lend support to the work envisioned within a classification. The following typical work statements from the ET4 class describe your duties:

Directs daily assignment of lower-level technicians . . .

Performs shop or field testing, adjustment, troubleshooting and repair (replaces integrated circuits, transistors, resistors, capacitors, etc.) of electronic systems, equipment and devices; constructs, calibrates, designs, develops and/or modifies electronic instrumentation;

Fabricates and tests . . . electronic circuitry in accordance with schematics and diagrams; improvises as the job requires;

Provides technical assistance, advises and instructs personnel from the department, other agencies, and the public in the use and maintenance of electronic instrumentation systems and devices;

Keeps records of work performed and supplies used; orders supplies as needed;

Troubleshoot, repair, maintain, calibrate, and test mechanical, electro-mechanical, analog and/or digital equipment or apparatus . . . ;

Isolate problem(s) including using and/or creating diagnostic software as needed to locate malfunction(s); perform mechanical, electro-mechanical, or electronic repair(s); perform electronic repairs to system, board, or component level; calibrate and/or test for proper operation;

Assist and/or oversee vendor warranty repairs;

Following general description of functions and schematics from professional and technical personnel, construct electronic equipment such as computer-interfaced prototypes, microprocessor controlled devices, or test instruments; generate block diagram(s), design relevant circuits and circuit board layout, write software to drive microprocessor(s), and select components; . . . test, debug, and modify as necessary to ensure proper operation; prepare appropriate documentation such as parts layout, schematic(s), and calibration procedure;

Confer with faculty, staff, clients, vendors, students, and/or supervisors in determining equipment problems or fulfilling service requests;

May maintain technical reference library and maintain database files for equipment inventory;

May perform incidental maintenance or repair on computers.

You are a senior level technician and the majority of the duties and responsibilities assigned to your position involve the application of electronics skills to support and perform the testing, maintenance, troubleshooting, layout, construction, installation and calibration of electronic and safety/security systems at CBCC. These duties are encompassed in the ET4 class.

A position's allocation does not diminish the importance or quality of work performed and is not a reflection of an employee's dedication or performance. Rather, an allocation is based on the majority of work assigned to a position. The overall duties and responsibilities assigned to your position best fit the Electronics Technician 4 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 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: Nicole Baker, DOC HR  
Paula Gaumont, CBCC-HR

Enclosure: List of Exhibits

A. Peter Granum Exhibits

1. Review Letter Sept 16 2014 - Page 1
2. Position Review Request (missing page 2)
3. Allocation determination letter, dated August 19, 2014
4. Clallam Bay Corrections Center (CBCC) Plant Maintenance Org Chart
5. Letter of review
6. Scope of work
7. Work orders
8. Security concerns

B. DOC Exhibits

1. Allocation determination letter, dated August 19, 2014
2. Position Review Request requesting reallocation, received by the agency on July 23, 2014
3. Current Position Description on file, signed by the incumbent and supervisor April 28, 2010
4. Clallam Bay Corrections Center (CBCC) Plant Maintenance Organizational Chart
5. Information Technology Specialist 1 Class Specifications (Class Series Concept)
6. Information Technology Specialist 3 Class Specifications
7. Electronics Technician 4 Class Specifications
8. Case Decision Hafzalla v. Dep't. of Social and Health Services, PAB No. ALLO-00-0025 (2001)
9. DOC final argument

C. Class Specifications

1. IT Class Series Concept
2. IT Specialist 3
3. Electronics Technician 4