

State of New Hampshire

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1987-C-000

NEW HAMPSHIRE PERSONNEL APPEALS BOARD DECISION

In the Matter Of:

HOSPITAL UNIT ASSISTANT - Brown Building, N. H. Hospital

February 17, 1987

On November 18, 1986, the Personnel Appeals Board, Commissioners Platt and Beaulieu sitting, heard the appeal of the Hospital Unit Assistant position, Brown Building, New Hampshire Hospital. Virginia Vogel, Director of Human Resources, presented the appeal on behalf of the institution. Classification and Compensation Administrator Edward J. McCann represented the Division of Personnel.

Mrs. Vogel requested that the position, currently salary grade 10, be reclassified to Administrative Assistant I, salary grade 15. In support of this request, Mrs. Vogel presented written arguments in which she compared the position of Hospital Unit Assistant with the position of Retail Store Clerk for the Liquor Commission. The Board, however, found the duties of the positions to be too dissimilar to provide an effective comparison.

The Board based its fact-finding principally upon the testimony given at the hearing by the incumbent, Ms. Robin Letendre. The Board then compared the duty assignments outlined by Ms. Letendre with several position specifications to see which most clearly described her assignments in the Brown Building.

Ms. Letendre testified that she is responsible for coordinating staff assignments and maintaining payroll and leave records for a number of employees. Additionally, she testified that she oversees maintenance needs and purchases supplies.

The Board reviewed the specification for Administrative Assistant I in light of Mrs. Vogel's and Ms. Letendre's testimony and did not find that she, "Makes frequent contacts beyond immediate associates, such as meeting the public or other department officials to explain new work methods for better coordination in obtaining cooperation between the public and the department." Further, it does not appear that the appellant's

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duties include, "...analyzing administrative or staff operations and procedures, developing and recommending work standards and procedures, conducting research and studies and preparing reports on findings and recommendations..." Therefore, the Board did not find that the appellant's responsibilities outlined in the specification for Administrative Assistant I.

The Board then reviewed the specification and point spread for the position title of Administrative Secretary/Supervisor. The "Definition" and "Distinguishing Characteristics" outlined in this specification appear to more clearly reflect those assignments described by the appellant, addressing both her supervisory responsibilities and complexity of clerical assignments related to payroll and leave records. On a supervisory level, this specification describes the exercise of "...direct supervision over other employees with responsibility for assigning work, discipline, solution of work problems, methods of operation and review of work for accuracy, quality and quantity." The specification also outlines the appellant's participation in unit meetings under, "Attends meetings of commissions and/or boards as the representative of a superior..."

Based on the foregoing, the appeal is granted in part. The Board orders that the position of Hospital Unit Assistant, Brown Building be reclassified to Administrative Secretary/Supervisor, salary grade 13.

FOR THE PERSONNEL APPEALS BOARD



MARY ANN STEELE
Executive Secretary

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cc: Virginia Vogel, Director of Human Resources
New Hampshire Hospital

Judy S. Bastian
Director of Personnel