

# State of New Hampshire

PERSONNEL APPEALS BOARD  
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1988 C-104

## APPEAL OF JOAN BEAUCHESNE 01/25/88

On Tuesday, January 12, 1988, the Personnel Appeals Board, Commissioners Platt and Cushman sitting, heard the classification appeal of Joan Beauchesne, an employee of the Contributions Section, Department of Employment Security. Ms. Beauchesne was appealing a May 18 1987 Division of Personnel decision denying a request to upgrade her position from Clerk III, salary grade 7 to Accounting Technician, Salary Grade 11; and a July 13, 1987 reconsideration decision denying a requested reallocation to Clerk IV, Salary Grade 11. In both instances, the Division of Personnel has recommended the appellant's position be reclassified to Account Clerk II, Salary Grade 8.

At the hearing, the appellant was represented by Gary Wright, Tax Unit Supervisor and Richard Leary, Assistant Director, Unemployment Compensation Bureau. Written arguments in support of the appeal were submitted by Agency Personnel Officer Joan Day. Edward J. McCann, Classification and Compensation Administrator, represented the Division of Personnel and submitted a rebuttal on behalf of the Division.

The appellant's written submission requested increase in the point allocations for the job attributes of Experience, Personal Relationships and Supervision. None of these attributes were addressed in oral presentations to the Board.

Upon review of testimony and supporting written arguments, the Board voted to deny the appeal. With regard to the requested point reallocations, the Board made the following findings.

### Experience

The appellant argued that this attribute should be increased from the 5<sup>th</sup> degree, or 2 years' experience, to the 6<sup>th</sup> degree, or 3 to 4 years' experience. The Evaluation Manual defines this attribute as "the amount of time spent in practical preparation in the same or related work....to satisfactorily perform the work....of sufficient quality, output, and performance standards as to insure continued employment." The Account Clerk III specification recommended by the Division of Personnel would reduce the Experience required to 1 years' experience, but would also increase the Education factor from a requirement for "a general educational background equivalent to a formal high school education which included courses necessary for the entrance level" of the position to a requirement of a high school education plus 2 to 3 years of business college, or its equivalent. The combination of Education and Experience requested by the appellant was high school plus 3 to 4 years' experience. The Board, while finding this

combination appropriate for the position functions described, also found that a background of 2 to 3 years' of business college plus 1 years' experience in "the same or related work" would be sufficient for the incumbent to perform the required duties satisfactorily at an entry level in the position. Further, the minimum requirements for the Account Clerk III specification allow for either possession of an Associates Degree plus 1 year's experience or high school plus 3 years' experience. Therefore, the Board found that the education and experience described in the Account Clerk III specification adequately described the requirements for the position under review. The Board thus voted to deny the requested increase in the Experience attribute to the 6th degree.

#### Personal Relationships

The appellant requested increasing this attribute from the 2nd to the 3rd degree. Both the Clerk III and Account Clerk III specification rate this attribute at the 2nd degree. In determining the proper allocation for this attribute, the Board reviewed the specifications for Clerk III, Account Clerk III and Clerk IV. The Board found the appellant's duties to be generally described by the specification for Account Clerk III, and found this attribute properly allocated at the 2nd degree, "for the purposes of giving or obtaining factual information."

#### Supervision

The appellant requested that the Board increase this attribute from the 2nd to the 3rd degree. The Clerk IV specification however, would require that this attribute be increased to the 4th degree. That degree allocation would indicate the appellant has "responsibility for assigning work, discipline, solving work problems, methods of operation, reviewing work of subordinates for accuracy, and also for the quality and quantity of performance. Requires supervision and administration from 75% to 100% of the time." The Board found this definition exceeds the position responsibilities described by the appellant's representatives, and thus voted to deny the requested increase.

Accordingly, the Board voted to reclassify the appellant's position to that of Account Clerk III, salary grade 8.

FOR THE PERSONNEL APPEALS BOARD

MARY ANN STEELE  
Executive Secretary

cc:Joan Day  
Agency Personnel Officer  
Virginia A. Vogel  
Director of Personnel  
Joan Beauchesne  
Employment Security