

# State of New Hampshire

PERSONNEL APPEALS BOARD  
Edward J. Haseltine, Chairman  
Gerald Allard  
Loretta Platt



EXECUTIVE SECRETARY  
Mary Ann Steele

PERSONNEL APPEALS BOARD  
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## NEW HAMPSHIRE PERSONNEL APPEALS BOARD DECISION

In the Appeal Matter Of:

SUSAN J. BEAUDOIN

September 8, 1986

On July 29, 1986, the Personnel Appeals Board, Commissioners Haseltine, Allard and Platt sitting, heard the appeal of Susan J. Beaudoin, Executive Secretary Stenographer, Salary Grade 11, with the N. H. Fire Standards and Training Commission. Ms. Beaudoin had appealed the Division of Personnel's denial of a request to upgrade her position to that of Administrative Secretary/Supervisor, Salary Grade 13. Ms. Beaudoin was represented by SEA Field Representative Stephen J. McCormack. Judy S. Bastian represented the Division of Personnel.

Testifying before the Board were Henry Munro, Chairman of the Fire Standards and Training Commission (hereinafter "Commission"), Barry Bush, Executive Officer of the "Commission", and Judy S. Bastian. Both the appellant and the Division of Personnel made written submissions to the Board prior to the hearing.

The appellant argued that two of her job attributes had not been given sufficient weight in the evaluation conducted by the Division of Personnel. She contended that greater weight should be given to the Education and Supervision aspects of her position.

The Board believed that the appellant incorrectly equated her appeal and the standards to be met with that of a request for an upgrade rather than a classification appeal. Therefore rather than limiting its review only to the point rating assigned to certain job attributes, the Board reviewed the work performed by the appellant to determine whether her duties were more consistent with an Executive Secretary Stenographer or Administrative Secretary Supervisor. See Per 306.02.

Upon its review of the evidence submitted, the Board concluded that the appellant's duties were more consistent with those of an Administrative Secretary Supervisor. Ms. Beaudoin's responsibilities in coordinating classes presented by the "Commission" including the assignment of volunteer

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instructors requires substantial independent judgment. Her extensive contact with the public and her responsibilities as secretary to the "Commission" are more consistent with the duties set forth in the job description for the Administrative Secretary/Supervisor. Accordingly, the Board voted unanimously to grant the appellant's request to reclassify her position as Administrative Secretary Supervisor.

FOR THE PERSONNEL APPEALS BOARD



MARY ANN STEELE  
Executive Secretary

Dated: September 8, 1986

cc:

Stephen J. McCormack  
Barry Bush  
Judy S. Bastian