State of New Hampshire

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

EXECUTIVE SECRETARY
Mary Ann Steele

PERSONNEL APPEALS BOARD
State House Annex
Concord, New Hampshire 03301
Telephone (603) 271-3261

1986-C-000

NEW HAMPSHIRE PERSONNEL APPEALS BOARD DECISION

In the Matter Of:

WILLIAM BOUDREAU

On May 20, 1986, the Personnel Appeals Board, Commissioners Haseltine, Allard and Platt sitting, heard the appeal of William Boudreau, an Administrative Assistant II, salary grade 18, with the Department of Transportation. Mr. Boudreau, represented by State Employees' Association Field Representative Ann Spear, had appealed the Personnel Department's denial of a request to upgrade his position to Right of Way Agent (Property Manager), Labor Grade 21. At the hearing, however, Mr. Boudreau requested that his position be upgraded to Property Manager, Labor Grade 22.

Testifying before the Board were William Boudreau; Gordon Jackson, Assistant Administrator for the Department of Transportation; and Edward McCann, who represented the Division of Personnel. Both Mr. Grimard and Mr. McCann made written submissions to the Board prior to the hearing.

The appellant argued that five of his job attributes had not been given sufficient weight in the evaluation conducted by the Division of Personnel. He contended that greater weight should be given to the following aspects of his job: complexity of duties, personal relationships, supervision, physical effort and working conditions. The appellant further contended that he had been given new permanent responsibilities "since the initiation of his request" which would justify an upgrade in his position.

The Division of Personnel recommended that Mr. Boudreau's position be reclassified as a Right-Of-Way Relocation Adviser. The Division of Personnel cited the concern expressed by the Department of Transportation for its ability to recruit an individual with experience in real estate or right-of-way activities.

After considering the testimony given and supporting documentation presented by both Mr. Boudreau and the Division of Personnel, the Appeals Board unanimously voted to deny the appeal, continuing Mr. Boudreau's position as an Administrative Assistant II. Recognizing that a job specification is not a job description, we believe that the duties of an Administrative Assistant II adequately describe the responsibilities necessary for

the position held by Mr. Boudreau. The personal relationships which Mr. Boudreau is required to establish are properly rated at the 4th degree as we do not believe the contacts which he establishes concern matters of policy. We believe the working conditions factor is adequately rated at the 1st degree as we were not convinced that Mr. Boudreau's position subjected him to any disagreeable factors. We are not convinced that Mr. Boudreau exercises supervision over clerical or similar units. We believe, however, that his duties in coordinating title abstract work as well as building use may justify a rating at the 4th degree in supervision.

We believe the complexity of Mr. Boudreau's duties have been adequately rated at the 5th degree. We are not convinced that the work assigned to the appellant required the analysis of broad problems. Finally, we believe that the physical effort required to be exercised by an individual in Mr. Boudreau's position is adequately rated at the 1st degree.

We recognize that job classification is a complicated process. We believe, however, that a job classification must reflect the attributes which an individual must possess to perform necessary duties. Although we recognize that the State is often fortunate to attract candidates whose qualifications exceed the job description, we do not believe that those job descriptions should be rewritten solely to reflect the additional qualifications of the incumbent.

We note in this case that the appellant indicated that his job duties had changed subsequent to his seeking review of his job classification. The Board considered only that evidence which was available to the Division of Personnel at the time of its initial review. This decision does not bar the appellant from seeking review of his new duties by the Division of Personnel.

The reclassification appeal of Mr. William Boudreau is hereby denied.

Mary Ann Steele
MARY ANN STEELE
Executive Secretary

mas
cc: Ann Spear, SEA Field Representative
Raymond Lemieux, Personnel Officer
Department of Transportation