

State of New Hampshire

PERSONNEL APPEALS BOARD
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EXECUTIVE SECRETARY
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PERSONNEL APPEALS BOARD
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APPEAL OF CHERYL CORSON

01/25/88

1987-C-114

On Tuesday, November 10, 1987, the Personnel Appeals Board, Commissioners Platt and Cushman sitting, heard the classification appeal of Cheryl Corson, an employee of the Division of Public Health. The appellant, represented by SEA Field Representative Jean Chellis, appeared appealing the Division of Personnel decision denying a request to reclassify her position of Executive Secretary Stenographer, salary grade 11, to Administrative Assistant I, salary grade 15.

The appellant opened by moving that the Board accept late filing of written materials supporting the appeal, arguing that proper notice of the date for submission of such materials had not been received by the appellant or her representative. The Board produced its copies of the notices for inspection by the parties to the appeal. The Board noted that under either the current rules of the Board or the previous rules governing classification appeals, written submissions should have been made at least fifteen days prior to the date of the hearing. After some discussion, the Board voted to allow the materials into the record for consideration, but also voted to allow Edward J. McCann, Classification and Compensation Administrator for the Division of Personnel, fifteen days in which to provide a written response to the appellant's arguments. Mr. McCann subsequently submitted his rebuttal dated November 20, 1987.

The appellant argued that her position responsibilities were more adequately described in the position specification for the class Administrative Assistant than in the current classification of Executive Secretary Stenographer. In support of this argument, the appellant submitted for the Board's review copies of communications between the Division of Personnel and the Division of Public Health relevant to the original request for reclassification, decision denying the request, reconsideration request filed by the Division of Public Health, and the final Division of Personnel decision dated November 20, 1986. Among those documents was the appellant's Position Classification Questionnaire.

The appellant did not provide specific arguments regarding improperly allocated evaluation attributes. Accordingly, the Board concentrated its review upon the appellant's description of her position responsibilities in comparison to the specifications for Executive Secretary Stenographer and Administrative Assistant ■ -

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January 25, 1988

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Upon review of the materials presented, and after considering testimony by both parties to the appeal, the Board concurred with the Division of Personnel's findings that the appellant's position remain classified as Executive Secretary Stenographer, salary grade **11**. The Board did not find that the duty assignments described by the appellant warranted reclassification of the position to the level of Administrative Assistant **I**. Rather, the Board found that the appellant's responsibilities were adequately described in the specification for Executive Secretary Stenographer, salary grade **11**.

The appeal of Cheryl Corson is hereby denied.

FOR THE PERSONNEL APPEALS BOARD



MARY ANN STEELE
Executive Secretary

cc: Jean Chellis, SEA Field Representative
William T. Wallace, Public Health Director