State of New Hampshire

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1986-C-000

NEW HAMPSHIRE PERSONNEL APPEALS BOARD DECISION

In the Matter Of:

Evelyn Langevin and Olive Cote

May 19, 1987

On May 5, 1987, the Personnel Appeals Board, Commissioners Haseltine and Platt sitting, heard the classification appeal of Evelyn Langevin and Olive Cote. The appellants, both classified as Account Clerks II, salary grade 6, at the New Hampshire Hospital were appealing denial of upgrading to the title of Account Clerk III, salary grade 8. Harvey Hoffman, Chief Steward at New Hampshire Hospital's Warehouse represented the appellants and testified on their behalf. Classification and Compensation Administrator Edward McCann represented the Division of Personnel.

Both the appellants and the Division of Personnel made written submissions for the Board's consideration prior to the hearing. The appellants also brought inventory records for which they are responsible from the Brown Building for the Board's review.

The appellants argue that in addition to their regular assignments as Account Clerks II, they have assumed duties relative to Equipment Control, Mail Messenger and Warehouse billing for the various units and departments at the Hospital. They further testified that they are responsible for monthly meat room reports, complete physical inventory of equipment valued in excess of $100, and for maintaining inventories of each individual consumable handled by the Hospital Warehouse. They described for the Board the processes they use, indicating that they are responsible for balancing ledgers, and indicating losses at year's end.

Among the regular duties described by the appellants are receipt of merchandise at the Warehouse and tracking "issues" to the various buildings at the facility. They also testified that they do some typing and processing through Graphic Services for production of certain printed materials used at the Hospital.

Mr. McCann reiterated the Division of Personnel's position that, while the incumbents are assigned a variety of duty assignments, their positions are properly classified as Account Clerks II. The Board reviewed the specification for both Account Clerk II and Account Clerk III, as well as the current point spefications for those job titles.

In order to justify upgrading to the title of Account Clerk III, the Board would need to make a determination that the appellants' positions warrant upgrading of the following job attributes: Education, Initiative, Errors, and Supervision. Under the attribute Education, the Board did not find these positions would require, "...specialized training as is normally received from two to three years of business or engineering college or its equivalent..." as outlined in the 4th degree for this attribute. The current rating at the 3rd degree, "...a general educational background usually equivalent to a formal high school education which includes courses necessary for the entrance level such as typing, stenography, bookkeeping..." is more appropriate for the duties described by the appellants.

Similarly, for the attribute Initiative, the Board found the appellants properly rated at the 2nd degree, requiring the ability to, "...perform routine operations but which involve the use of several procedures..." The Board found the appellant's current rating at the 2nd degree for the attribute of Errors adequately describes their assignments. Additionally, regarding the attribute of Supervision, the Board found appellants' positions properly rated at the 1st degree in that they do not supervise other state employees.

The Board appreciates the appellants' interest in the work they perform, as well as the fact that the appellants would choose to remain in their current positions rather than take promotions out of their assigned work area. That alone, however, is insufficient to warrant reclassification of these positions.

One of the Board's most difficult tasks is separating individuals from positions when reviewing classification decisions. The Board is, however, required to make its determination based upon job content. In this case, the Board could not find justification to reclassify these positions to Account Clerk III, salary grade 8.

Based upon the foregoing, the Board voted to deny the appeal.

FOR THE PERSONNEL APPEALS BOARD

Mary Ann Steele

MARY ANN STEELE
Executive Secretary
N. H. Personnel Appeals Board

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cc: Sharon Sanborn
New Hampshire Hospital

Virginia Vogel
Director of Personnel

Harvey Hoffman, Chief Steward
N. H. Hospital Warehouse