

State of New Hampshire

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APPEALS OF KENNETH ALLEN AND LAWRENCE GAFFNEY

01/25/88

The N.H. Personnel Appeals Board, Commissioners Platt and Cushman sitting, heard the classification appeals of Kenneth Allen and Lawrence Gaffney on Tuesday, January 12, 1988. The appellants were represented at the hearing by SEA Field Representative Ann Spear. Classification and Compensation Administrator Edward J. McCann represented the Division of Personnel.

The basis for this appeal is the Division of Personnel's August 21, 1987 decision denying a request to upgrade the appellants' positions in the Department of Transportation, from Clerk of the Works II, salary grade 23 to a new title of Clerk of the Works III, salary grade 25. Both the appellants and the Division of Personnel submitted written materials for the Board's consideration prior to the hearing.

The first attribute for which the appellants requested an increased point allocation was Supervision. The appellants, currently rated at the 3rd degree for Supervision, have requested an increase to the 4th degree. In support of this request, the appellants argue that they "exercise direct supervision in the form of assigning or scheduling work, checking or reviewing work, and instructing personnel, evaluating work performance, hearing and resolving complaints, recommending disciplinary action, interviewing job applicants and recommending action, and recommending leave requests, over various other positions." The appellants further stated, "We contend that the jobs held by the two appellants are so heavily supervisory in nature that they should be allocated the fourth degree." Position Classification Questionnaires submitted by the appellants (SEA Exhibits II and III) do not support this argument. Messrs. Allen and Gaffney both described their supervisory duties as occupying 5% of their time. The 4th degree for supervision "Requires supervision and administration 75% to 100% of the time." Accordingly the Board voted to deny the requested increase, finding the appellants position correctly evaluated at the 3rd degree, involving "direct supervision over groups requiring advisory responsibility for instructing and directing subordinates..."

The second attribute addressed by the appellants was Experience. Currently rated at the 8th degree or 7 to 8 years' experience, the appellants argued that this attribute should be increased to the 9th degree which would require 9 or 10 years experience. Upon review of the Evaluation Manual and the position specification for Clerk of the Works II, the Board, was not persuaded that the position responsibilities required an increase in this attribute to the 9th degree. The Board found this attribute correctly rated at the 8th degree.

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Based upon the foregoing, the Board found the appellants' described duties and responsibilities do not warrant increases in either Experience or Supervision. Accordingly, the Board voted to deny the appeal.

FOR THE PERSONNEL APPEALS BOARD

MARY ANN STEELE
Executive Secretary

cc: Ann Spear, SEA Field Representative
Raymond Lemieux, Personnel Officer, DOT
Wallace Stickney, Commissioner, DOT
Virginia Vogel, Director of Personnel