

State of New Hampshire



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

88-C-124
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Appeal of Charlotte Green

Charlotte H. Green is employed by the New Hampshire Technical Institute in Concord. In 1988 she held the position of Library Aide (Salary Grade 5). After a position review (desk audit) was performed in 1989, which was requested by her employer, the Division of Personnel determined that Ms. Green's position should be re-allocated to that of Secretary Typist **II** (Salary Grade 7), finding that the position was primarily "secretarial" in nature. Ms. Green appeals that determination and contends that her position would be more appropriately classified as that of a Library Technician (Salary Grade 10).

A hearing was held in this matter on November 29, 1989, before the Board, comprised that day of Commissioners Bennett and Cushman. Ms. Green agreed to proceed with the two member board. A tape recording of the proceedings was made, and it, together with all **documents** received by the Board in this matter, including Ms. **Green's** memo to the Board dated November 22, 1988, her **documentary** submission to the Board on the day of hearing (one page) and this decision, constitute the record in this case.

Ms. Green's arguments are set forth in the two referenced documents. The Division of Personnel has filed Requests for Findings of Fact and Rulings of Law setting forth its position (contained in the record). The Board has reviewed these in conjunction with the other evidence adduced at hearing.

Ms. Green, pro se, testified that she was required, as a practical component of her job duties, to learn other **employees'** jobs as well as her own. She has helped her employer's students in the use of the library's computer and she contends that her job is more technical than Dr. Larrabee, President of the Technical Institute, had characterized it in his correspondence with the Division of Personnel. She contends that the job has changed in many ways since the last upgrading.

The appellant sought to offer the job description of the position of Library Technician as an exhibit, to which an objection was made by Virginia Vogel, Director of the Division of Personnel, and its representative. The proffered exhibit was withdrawn without ruling.

Ms. Green explained the circumstances of her work. She does not get involved with cataloguing materials, she does keep track of expenditures for books and tracks invoices, matches them to orders, and inputs related information to the computer, for **example**. She is not a "**secretary**" to anyone in particular, and does not see her position as secretarial, although she does do some

secretarial work, such as typing catalogue cards. The Librarians (two full time, one part time), do the cataloguing.

Ms. Vogel then testified regarding the history of Ms. **Green's** request and the **Division's** review. The Division acknowledges that there are technical aspects to Ms. **Green's** position, but contends that it is primarily "secretarial" as compared to other positions. The technical aspects are more in the nature of assistance to other more technical positions.

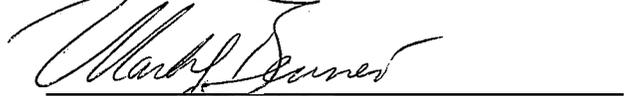
Library Technicians participate in budgeting and purchasing books and the like. The Division felt that Salary Grade 5 was too low for Ms. Green's duties and examined the Clerk I-IV series of positions, and those in the Secretarial series, in reviewing the classification of Ms. Green's duties. The Secretary II position was considered to be the most correct allocation (better than Clerk III, for example, where no typing is typically required, as Ms. Green does indeed type as a part of her duties). This was felt to be correct even considering the computer and word processor work Ms. Green does do. (Lotus and **WordPerfect** are used as software media).

On review of all of the evidence, the Board is of the view that the appellant has failed to meet her burden to show that the Division's classification of her position and its duties was unreasonable or unlawful at the pertinent time. Accordingly, after consideration thereof, the Division of **Personnel's** Requests for

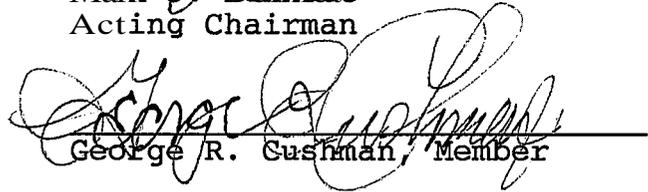
Findings of Fact and Rulings of Law are granted, and the appeal is denied.

14 August 1990

THE PERSONNEL APPEALS BOARD



Mark J. Bennett
Acting Chairman



George R. Cushman, Member

cc: Charlotte Green, NH Technical Institute
H. Jeffrey Rafn, Commissioner
David Larrabee, President, NH Technical Institute
Sarah Hopley, Human Resource Coordinator
Virginia A. Vogel, Director of Personnel