

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

APPEAL OF MELANIE JACQUES

March 10, 1988

On December 22, 1987, the Personnel Appeal Board, Commissioners Allard, Cushman and Platt sitting, heard the appeal of Melanie Jacques, an Administrative Assistant I, Labor Grade 15, with the Department of Administrative Services. Ms. Jacques, represented by SEA Field Representative Ann Spear, was appealing the Division of Personnel's denial of a request to reclassify her position to Administrative Assistant II, Labor Grade 18. The Division of Personnel had recommended reclassification to Supervisor, Labor Grade 16. Edward J. McCann, Classification and Compensation Administrator, appeared on behalf of the Division of Personnel. Both parties submitted written materials for the Board's consideration prior to the hearing.

The appellant contended that in her position as Administrative Assistant I, the position attributes of Complexity of Duties, Education and Errors were each under valued by one degree. Because the Division of Personnel had recommended a reclassification to Supervisor I, thereby increasing the position attribute of Complexity of Duties by one degree, the Board focussed its review on the position attributes of Education and Errors.

Based on the information presented, the Board found the attribute of Education properly rated at the fourth degree. The Board did not find that a Bachelor's degree was required to exercise the responsibilities incumbent in appellant's position. The Board noted that the appellant does not possess the suggested level of education, but had been satisfactorily exercising her responsibilities for approximately one year.

The Board similarly found that the attribute of Errors had been properly rated at the fourth degree. The Board noted that the appellant reports to an Administrator, whose position is evaluated at the 5th degree in the Errors attribute. The Board did not find that the appellant's work was of the nature supporting an increase in Errors attribute to the fifth degree.

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In conclusion, the Board found that the appellant's position responsibilities were consistent with those described in the Supervisor I specification. Further, the Board found that the position duties described by the appellant were properly evaluated in degree allocations for the classification of Supervisor I.

For the foregoing reasons, the Board voted to deny Ms. Jacques' appeal and to uphold the decision of the Division of Personnel reclassifying her position to Supervisor I, Labor Grade 16.

FOR THE PERSONNEL APPEALS BOARD



MARY ANN STEELE
Executive Secretary

cc: Ann Spear, SEA Field Representative

Timothy Gibney, Director
Division of Plant and Property Management

Virginia A. Vogel
Director of Personnel