

State of New Hampshire

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PERSONNEL APPEALS BOARD

State House Annex
Concord, New Hampshire 03301
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APPEAL OF KIMBERLY McDONALD New Hampshire Hospital

Docket #89-C-41

Dated: December 19, 1990

The New Hampshire Personnel Appeals Board (Bennett, Johnson and Rule) met Wednesday, May 23, 1990, to hear the classification appeal of Kimberly McDonald, Executive Secretary Stenographer, salary grade **11**. Ms. McDonald who appeared pro se, was appealing the Division of Personnel's decision denying her request for reclassification to Administrative Assistant **■**, salary grade 15 in the Superintendent's Office at New Hampshire Hospital. The Division of Personnel was represented at the hearing by its Director, Virginia A. Vogel.

Ms. McDonald testified that she provides support services for Assistant Superintendent Chet Batchelder, including typing, producing meeting minutes, opening the mail and filing. She also stated she provided support services for Carolyn Mercer-McFadden. She stated she took numerous phone calls during each business day dealing with issues throughout the Hospital that needed to be resolved. She argued her position required that the incumbent be extremely responsible, and exercise independent judgment continuously.

Shirley Williams, the Administrative Assistant **II** who directly supervises Ms. McDonald's secretarial duties, testified that in the Superintendent's Office, support staff are loosely associated with working for one individual, but that each of the Executive Secretary Stenographers might be called upon to fill in for each other, and that because of the office set up and the nature of the work performed, they might work for several different staff members on assignments which Williams would give them. Ms. Williams described the work environment as a "very busy office". She also argued that there were patients' lives at stake, and that errors by staff, including secretarial staff, were potentially more dangerous than in other work environments.

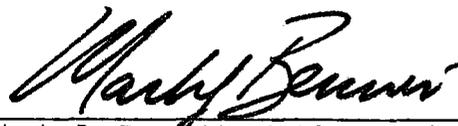
Chester Batchelder testified that employees at the Hospital, and in the Superintendent's Office in particular, have had to assume additional responsibilities. He argued that Ms. McDonald has had to assume administrative assistant assignments because of the work she performed for the 12 department heads who also report to Batchelder. He stated that Ms. McDonald has worked for him for about four and one-half years. He indicated that the reclassification request had the full support of the Hospital.

Director Vogel testified that in October, 1988, a reorganization plan for New Hampshire Hospital was submitted and that the reorganization presumed the position in question would be reclassified. At that time, the Director requested that the incumbents complete Position Classification Questionnaires. She stated that the review completed by the Division of Personnel included comparing the duty assignments described by Ms McDonald with the possible degree allocations for the nine evaluation factors in the Evaluation Manual. Ms Vogel also testified that Ms McDonald's position was compared with similar positions in New Hampshire Hospital. After that review, and in consideration of the duty assignments described in the classification questionnaire, the Division determined that Ms McDonald's position was properly classified as an Executive Secretary Stenographer. The Director further testified that if the Division were to concur with the proposed points, it would result in a reallocation to salary grade 14, rather than the salary grade 15 which was requested.

Upon consideration of the testimony received, the Board voted to deny Ms McDonald's appeal, finding she had presented insufficient evidence of material changes in her duties and responsibilities to warrant reclassification to the title Administrative Assistant I. Further, the Board found that the work described by Ms McDonald is appropriately classified as Executive Secretary Stenographer, salary grade 11.

The Board voted to grant the Division of Personnel's requests for findings of fact and rulings of law to the extent that they address the actual classification review process. To the extent that they address the Division of Personnel's "opinion" they are neither granted nor denied.

THE PERSONNEL APPEALS BOARD



Mark J. Bennett, Acting Chairman



Robert J. Johnson



Lisa A. Rule

cc: Virginia A. Vogel, Director of Personnel
Sharon Sanborn, Director of Human Resources, New Hampshire Hospital
Dr. Paul Gorman, Superintendent, New Hampshire Hospital
Kimberly McDonald, Appellant
Civil Bureau, Attorney General's Office