

State of New Hampshire

PERSONNEL APPEALS BOARD
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EXECUTIVE SECRETARY
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1937-C-000

NEW HAMPSHIRE PERSONNEL APPEALS BOARD DECISION

In the Matter Of:

LINDA PROVENCAL

February 9, 1987

On January 27, 1987, the Personnel Appeals Board heard the appeal of Linda Provencal, Secretary Typist I, Salary Grade 5, an employee of the Liquor Commission. Ms. Provencal had originally requested that the Division of Personnel reclassify her position to Account Clerk III. She had appealed the decision of the Division of Personnel to upgrade her position to Account Clerk II. Jean Chellis, SEA Field Representative, represented the appellant. Edward J. McCann, Classification and Compensation Administrator, represented the Division of Personnel.

At the hearing, the appellant argued that her job responsibilities had changed since the time of the original review and that word processing comprised an even greater percentage of her work than at the time of the original audit. She argued that her responsibilities were now commensurate with those of a Word Processor Operator I.

The Board as always is reluctant to permit an appellant to bypass the position review process and introduce evidence of new job responsibilities acquired since the time of the original review. Because those responsibilities were not in existence at the time of the original review, they cannot have formed a basis for the original appeal. Moreover, compensation retroactive to the date of the original request would not accurately reflect the length of time in which the appellant had been performing revised duties.

Accordingly, the Board voted unanimously to uphold the decision of the Division of Personnel to upgrade the position of the appellant to Account Clerk II. The Board did so reluctantly as evidence was presented that the responsibilities of the appellant may no longer justify such an upgrade. The Board did conclude that the job responsibilities of the appellant at the time of the original review supported the upgrade to Account Clerk II.

The Board further voted to exempt this matter from the requirements

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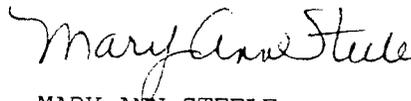
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page 2

of Personnel Rule 306.05. Should the appellant initiate a request for review of her new job responsibilities, the Division of Personnel should take all necessary steps to process the review as expeditiously as possible. The decision does not limit the authority of the Division of Personnel to exercise its judgment in determining whether the position should be upgraded, downgraded, or retained at its present level as an Account Clerk II.

FOR THE PERSONNEL APPEALS BOARD



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

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cc: George Liouzis, Personnel Officer
N. H. Liquor Commission

Judy S. Bastian
Director of Personnel

Jean Chellis, Field Representative
State Employees' Association

dated: February 9, 1987