State of New Hampshire

WPPID654

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

APPEAL OF VIRGINIA SHARTNER
New Hampshire Hospital

Docket #89-C-37

Dated: December 19, 1990

The New Hampshire Personnel Appeals Board (McNicholas, Cushman, and Rule) met Wednesday, May 9, 1990, to hear the classification appeal of Virginia Shartner, Executive Secretary Stenographer, salary grade 11. Ms. Shartner who appeared pro se, was appealing the Division of Personnel's decision denying her request for reclassification to Administrative Assistant I, 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. Shartner testified that she provides support services for the Superintendent's Office, particularly as they relate to the contract for psychiatric hospital services through Dartmouth Medical Center. She indicated that since the signing of the contract with Dartmouth/Mary Hitchcock, she has been very involved with hiring medical staff. She also indicated that she is responsible for the preparation of items for approval by Governor and Council, handles physician schedule rotations, staff housing information and new staff orientation for the medical staff. She also stated that since her appeal was originally filed, her work has increased in volume and complexity.

Ms. Shartner argued that the primary reason she had been denied reclassification was the fact that she is not responsible for direct supervision of other staff. Although she admitted that staff supervision in the office was provided by the Administrative Assistant II, such supervision only involved coordination of the various projects and should not be considered a factor in assessing the complexity of her own work.

Ms. Shartner testified that she was responsible for handling confidential matters in a professional manner, and must make decisions under pressure. She stated that in her role as the principal support staff for the Medical Director, she was often called on to serve as the liaison person between the director, other staff, other agencies and institutions.

Ms. Shartner concluded that because of the unique nature of the work in the Superintendent's Office, specifically in regards to her responsibility to the

Medical Director, her position warranted upgrading to Administrative Assistant I, salary grade 15.

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. Shartner with the possible degree allocations for the nine evaluation factors in the Evaluation Manual. Ms. Vogel also testified that Ms. Shartner'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. Shartner's position was properly classified as an Executive Secretary Stenographer. The Director also asked the Board to disregard any of the information which Ms. Shartner had presented which related to changes in her position after her appeal was filed, noting that the Board should only be considering those duties for which the appellant was responsible at the time her position was reviewed for possible reallocation.

Upon consideration of the testimony received, the Board voted to deny Ms. Shartner'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. Shartner 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

Patrick J. McNicholas, Chairman

George R. Cushman

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
Virginia Shartner, Appellant
Civil Bureau, Attorney General's Office