

State of New Hampshire

WPPID763



PERSONNELAPPEALSBOARD

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

APPEAL OF SUPPORT ENFORCEMENT OFFICERS I AND II

Response to Appellants' Motion for Reconsideration
Of the Board's May 3, 1991 Decision
Denying Reallocation of Support Enforcement Officer I Positions

Docket #C-52-86

June 6, 1991

The New Hampshire Personnel Appeals Board (McNicholas, Bennett and Rule) met Wednesday, June 5, 1991, to consider the appellants' May 22, 1991 Motion for Reconsideration of the Board's decision dated May 3, 1991 denying reallocation of Support Enforcement Officer I positions, Office of Child Support Enforcement (Division of Human services)/1.

The appellants argued that "...the decision rendered by the Personnel Appeals Board was unreasonable given all the documentation and testimony presented." (Motion for Reconsideration, May 22, 1991, page 2). They further argue that they "...did not read the definitions for various attributes too narrowly", and that their increased duties and responsibilities should result in the upgrading of their positions. They also suggested that "...the Board has broad powers. Even if the Board may not agree that the SEO I's should be upgraded to salary grade 21, the appellants cannot help but believe that the Board will concur that current salary grade, salary grade 17, needs to be reallocated to a higher salary grade than salary grade 17".

The appellants, in their Motion for Reconsideration, have offered no evidence or argument not already considered which might support a conclusion that the Board's Order of May 3, 1991, was unreasonable or unlawful. While it is clear that they disagree with the Board's decision that their positions are properly allocated at salary grade 17, their disagreement does not constitute a substantive basis for reconsideration of their appeal.

1/ Appellants classified as Support Enforcement Officer II did not request that the Board reconsider its decision regarding the allocation of their positions.

Response to Appellants' Motion for Reconsideration
Of the Board's May 3, 1991 Decision
Denying Reallocation of Support Enforcement Officer I Positions

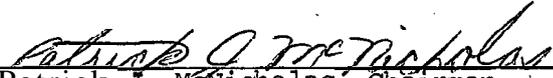
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With regard to the appellants' suggestion that the Board consider allocation of their positions at ~~some~~ salary grade above 17, but below 21, the Board clearly stated in its decision of May 3, 1991, "...the appellants' positions of Support Enforcement Officer I are properly allocated at salary grade 17".

The appellants have offered no evidence or argument not already considered by the Board which would support increasing their present salary grade allocation above salary grade 17. The Board found that their duties and responsibilities support an allocation at salary grade 17. That finding is hereby affirmed.

Accordingly, the Board voted unanimously to deny the appellants' motion for reconsideration.

THE PERSONNEL APPEALS BOARD



Patrick J. McNicholas, Chairman



Mark J. Bennett



Lisa A. Rife

cc: Virginia A. Vogel, Director of Personnel
Stephen J. McCormack, SEA Field Representative
Robert Pliskin, Director, Division of Human Services
Jan D. Beauchesne, Human Resource Coordinator, C.O.M.B./H.H.S.
Civil Bureau - Attorney General's Office

State of New Hampshire

WPPID731



PERSONNEL APPEALS BOARD

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

APPEAL OF SUPPORT ENFORCEMENT OFFICERS I and II (Old Docket #C-52-86)

Department of Health and Human Services
Division of Human Services
Office of Child Support Enforcement

May 3, 1991

The New Hampshire Personnel Appeals Board (McNicholas, Bennett and Rule) met Wednesday, March 27, 1991, to hear the appeals of Support Enforcement Officers I and II of the Office of Child Support Enforcement. Stephen J. McCormack appeared on behalf of the appellants. Personnel Director Virginia A. Vogel appeared representing the Division of Personnel. The procedural history of the instant appeal is set forth in the Board's Pre-hearing Conference Order dated January 10, 1991.

In its January 1991 order, the Board found that there were two outstanding requests for position reclassification for both the Support Enforcement Officer I and II classifications. The decision below addresses the Board's findings relative to the original request for reclassification of these positions, and the Director of Personnel's February 28, 1986 decision denying the requested reclassifications.

Mr. McCormack requested that the two issues be consolidated, arguing that the Board could get a clearer picture of the changes in the positions if it received testimony about both the original request for reclassification and the subsequent request received by the Division of Personnel in 1988. After deliberating, the Board denied that request, and directed the parties to proceed, limiting the testimony and evidence to the February 28, 1986 decision denying the reclassification request.

The appellants argued that the original request for reclassification was aimed at creating a "generic" class of Support Enforcement Officer, salary grade 21. At the time the review was conducted, Support Enforcement Officer I positions were allocated at salary grade 17, and Support Enforcement Officer II positions at salary grade 19. In the original appeal documents submitted by the appellants, they recommended the following changes:

Support Enforcement Officer I	Present	Requested
Complexity of Duties	80	100
Initiative	60	80
Supervision	5	20
Working Conditions	20	50
Total additional pints requested		75
Total points assigned to class	415	490
SALARY GRADE	17	21

Support Enforcement Officer II	Present	Requested
Initiative	60	80
Working Conditions	10	20
Total additional pints requested		30
Total points assigned to class	455	485
SALARY GRADE	19	21

SUPPORT ENFORCEMENT OFFICER I

COMPLEXITY OF DUTIES:

Support Enforcement Officer I is currently allocated at the 5th degree (80 points) for the attribute "Complexity of Duties", and the appellants request that this attribute be increased to the 6th degree (100 points). In support of this request, the appellants argue that they are required to enforce established, court ordered, child support cases, that they continually review and assess their caseloads and work to ensure compliance "with existing departmental policies and federal/state regulations and statutes". Further, the appellants argue that often "general policies and directives are not adequate and this requires an SEO I to be able to work out solutions that are mutually acceptable". The appellants also contend that, "In the performance of their duties the SEO I must establish their own work schedules so that they can coordinate various activities. This coordination does include involving various divisions and departments, both federal and state."

The 6th degree, requested by the appellants, is defined by the Evaluation Manual as, "Work requiring analysis of broad problems, the planning of various inter-related activities and sometimes the coordination of effort of more than one division. May work out programs and approaches to major problems and, in

general, perform duties wherein recognized general principles may be inadequate to determine procedure or decision in all cases."

The Board believes the appellants have read this definition far too narrowly in an attempt to justify increasing the value established for the attribute "Complexity of Duties". For instance, while an SEO I may have contact with employees of the Department of Safety or the Social Security Administration, that employee is not responsible for "coordination of effort" between the Office of Child Support Services and the Department of Safety.

In describing their duties, the appellants argue that they "go to court and must appear before judges or masters, prosecute and/or address problem cases. Appearing before a judge or master and presenting the case requires the SEO I to be able to analyze and interpret numerous federal and state statutes, rules and regulations. In many cases general policies and directives are not adequate and this requires an SEO I to be able to work out solutions that are mutually acceptable. The Board does not find that such work rises to the level of the 6th degree for Complexity. Accordingly, their request for reevaluation of this attribute is denied.

The 5th degree, at which the positions are currently allocated, more appropriately describes the complexity of their duties and responsibilities as "Work governed generally by broad instructions, objectives and policies, usually involving frequently changing conditions and problems. Requires considerable judgment to apply factual background and-fundamental principles in developing approaches and techniques for the solution of problems."

INITIATIVE

The appellants describe their work duties including, but not limited to, conducting hearings for violations, withholding income, placing liens on real property and/or personal property, bringing violators to court, and negotiating mutually agreeable settlements between all parties. They also argue that they are required to enforce all established cases concerning child support payments, as well as assess and be able to recognize cases which are in error. They contend that their work is only limited by departmental policy, state law and federal regulation, and that they do not consult with superiors except in unusual or extenuating circumstances.

Again, the appellants appear to have read the definition of the requested 5th degree for Initiative too narrowly. The Evaluation Manual defines the 5th degree for Initiative, as work requiring "...outstanding ability to perform complicated work of a high professional level, working independently on broad general assignments that present new and changing problems with responsibility for all planning of work limited only by departmental policy and statute. Makes major decisions without consulting superior unless major changes or new long term programs are involved."

The 5th degree for Initiative contemplates independent decision-making within the context of "broad general assignments", with consultation occurring only when major changes or long term programs are involved. Long-term case

management is not, in the Board's opinion, the type of program which the 6th degree is intended to define. Similarly, the fact that the appellants devise their own work schedules and that they work to reach "mutual agreements" with judges, masters, county attorneys, payors, payees and other concerned/involved parties" does not qualify them for increase in the attribute of Initiative. The Board finds their duties properly defined by the 4th degree for this attribute, which "Requires considerable initiative to perform the work, though under general direction, of devising new methods, modifying procedures to meet new conditions, and planning and performing unusual or difficult work where general instructions only are available." Therefore, the Board denies the appellants' request that this attribute be increased to the 5th degree.

SUPERVISION

The appellants have argued that they are responsible for "supervising their own caseloads" as well as for supervising "clerical personnel so that all applicable correspondence is performed in required time frames". This description of the SEO's supervisory role clearly fails to rise to the level of the 3rd degree, involving "direct supervision over groups requiring advisory responsibility for instructing and directing subordinates, such as assigning work, explaining methods and maintaining flow of work. However, incumbent is not responsible for methods of operations."

The definition of the attribute itself must be considered before determining the appropriate degree allocation. The Evaluation Manual defines "Supervision" as the factor, "...used to measure how much responsibility is required for controlling, directing, training, planning and scheduling the work of others. Consideration must be given to the NATURE of the control exercised as well as the LEVEL of the position controlled."

The nature of "supervision" exercised by the SEO I incumbents in providing typing assignments to clerical staff is extremely limited. It fails to rise above the level of the first degree. In consideration of the definition of "Supervision", the Board is not persuaded that these positions have any true supervisory responsibility in their day-to-day work assignments, but will concede that 5 points may be an appropriate allocation in light of their relationship to clerical staff.

As for the question of "supervising their own caseloads", the Board finds this argument to be without merit. Supervision is intended to address direct line-of-authority relationships between employees in their roles as supervisor and subordinate. "Supervising" a caseload does not entail controlling, directing, training, planning and scheduling the work of subordinate employees, and as such can not be considered in determining the appropriate allocation for this attribute.

WORKING CONDITIONS

The appellants' positions are currently allocated at the 3rd degree for working conditions, with the understanding that their work "usually involves a continuous element or factor, or combination of elements or factors of minor importance; or an element or factor or combination thereof of major importance but which are not continuous. Such factors could also include conditions necessitating personal injuries such as cuts, bruises, burns, etc. Negligible health hazards." One of the appellants, Ms Tarr, described the conditions under which her work is performed as including "...a high level of stress due to the adversariness [sic] of divorce decrees and the resulting interaction with parties. These parties are often argumentative, hostile, abusive in language and threatening in speech and demeanor because of the quarrelsomeness [sic] of the divorce proceedings and judgments. There are several instances of Support Enforcement Officers being threatened with physical violence and bodily harm." (See, SEA Attachment XVI)

The 5th degree for Working Conditions is defined by the Evaluation Manual as "Work involving unusual and the most disagreeable extremes which are continuous. Exposure to injuries resulting in partial disability such as loss of an arm, a leg, partial loss of sight, etc., or health hazards which would be incapacitating and necessitate transfer to another occupation." The Board clearly can not find that abusive language, threatening speech and demeanor, or stress resulting from interaction with parties to a divorce proceeding as described by Ms. Tarr would rise to the level of the 5th degree. Their request to have their positions allocated at that level for the attribute Working Conditions is denied.

Upon review of the evaluation manual, and documents submitted by the appellants in support of their appeal, the Board questions the propriety of allocating the appellants' positions at the 3rd degree, finding that the 2nd degree adequately addresses the disagreeable aspects of travel, and exposure to unpleasant or hostile contacts within the context of their work. The Evaluation Manual describes this attribute as "...the physical conditions, surroundings or disagreeable job conditions under which the work must be performed, over which the employee has no control, that affect his physical or mental comfort and those unavoidable hazards such as accidents and occupational diseases to which an employee may be exposed while performing the work required. Consideration must be given to safety devices and protective methods so as to determine whether or not the hazard has been eliminated. Also the probability for and type of injury resulting from accidents must be analyzed."

A reduction in the attribute "Working Conditions" from the 3rd to the 2nd degree would result in a net decrease in the points assigned to this class from 415 to 405 points total. The point range for positions assigned to salary grade 17 is from 400 to 419. The reduction, therefore, will not alter the appellants' current salary grade.

In consideration of the foregoing, the Board finds that the appellants' positions of Support Enforcement Officer I are properly allocated at Salary Grade 17. Their request for reallocation to salary grade 21 is denied.

SUPPORT ENFORCEMENT OFFICER II

INITIATIVE

The appellants argue that they "carry out the policy of the Division of Human Services in attempting to keep people off public assistance (welfare) through the establishment of child support payments. In the course of establishing the support payments SEO II's must go before judges or masters, normally in Superior Court, and represent the Division of Human Services. SEO II's may go to court either by themselves or with an attorney." They contend that their work is accomplished with "minimal supervision" and that they don't consult with a superior "except only in extenuating circumstances. The SEO II must establish their own work schedule, organize their own time and insure that all division and/or departmental programs are enforced."

Again, the appellants appear to have read the definition of the requested 5th degree for Initiative too narrowly. The Evaluation Manual defines the 5th degree for Initiative, as work requiring "...outstanding ability to perform complicated work of a high professional level, working independently on broad general assignments that present new and changing problems with responsibility for all planning of work limited only by departmental policy and statute. Makes major decisions without consulting superior unless major changes or new long term programs are involved."

The 5th degree for Initiative contemplates independent decision-making within the context of "broad general assignments", with consultation occurring only when major changes or long term programs are involved. Their self-described role in establishing support arrangements in Superior Court does not rise to the level of Initiative defined by the 5th degree. This conclusion is well-supported by the appellants' own submissions in support of their appeal. In Ms. Henley's classification questionnaire (SEA Exhibit XIV), she stated, "The decisions made are not generally related to long-term programs but are more specifically case related. This would not appear to warrant the 80 points. The Supervisor would, however, like to add here that she believes the fifth degree (80 points) is justified due to the increased initiative and decision-making required of the SEO II as Acting Supervisor, in the Supervisor's absence."

The Board finds their duties properly defined by the 4th degree for this attribute, which "Requires considerable initiative to perform the work, though under general direction, of devising new methods, modifying procedures to meet new conditions, and planning and performing unusual or difficult work where general instructions only are available." Therefore, the Board denies the appellants' request that this attribute be increased to the 5th degree.

WORKING CONDITIONS

In their written arguments, the appellants claimed entitlement to the 3rd degree, consistent with the current allocation for Support Enforcement Officer I positions, stating that "1. SEO I's are currently rated at the third degree because of work performed under varied climatic conditions associated with travel throughout assigned areas of the State of New Hampshire. 2. SEO II's are also required to travel throughout assigned areas of the State of New Hampshire and do this under varied climatic conditions. 3. SEO II's are required to meet with clients in various places, to include, logging camps, individuals' private homes, construction sites, other various locations."

Bearing in mind the appellants' representation of the amount of time they spend meeting with judges, masters, attorneys, etc., they have failed to demonstrate that their positions were improperly allocated at the 2nd degree for this attribute.

The Board therefore finds that as a result of the February 28, 1986 decision of the Director of Personnel, the appellants were properly allocated at salary grade 19. Accordingly, their appeal is denied.

THE PERSONNEL APPEALS BOARD


Patrick J. McNicholas, Chairman


Mark J. Bennett


Lisa A. Rule

cc: Stephen J. McCormack, SEA Field Representative
Jan D. Beauchesne, Human Resource Coordinator, C.O.M.B./H.H.S.
Robert Pliskin, Director, Division of Human Services
Virginia A. Vogel, Director of Personnel
Civil Bureau, Office of the Attorney General

State of New Hampshire

WPPID669



PERSONNEL APPEALS BOARD

State House Annex
Concord, New Hampshire 03301
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Appeal of Support Enforcement Officers ■ and II Pre-hearing conference Order

January 10, 1991

The New Hampshire Personnel Appeals Board convened a pre-hearing conference on June 28, 1989, concerning the appeal of Support Enforcement Officers ■ and II, Division of Human Services. Stephen J. McCormack appeared on behalf of the appellants. Personnel Director Virginia Vogel appeared on behalf of the Division of Personnel.

By letter dated April 9, 1985, The Director of the Division of Welfare submitted to the Department of Personnel a request for reallocation of three classes of positions: Child Support Enforcement Officer I, Child Support Enforcement Officer II, and Case Technician ■. In his letter, Director Chevrefils indicated that "on June 21, 1984, the Support Enforcement Officers II communicated directly with [Personnel] concerning a position review after the Administrator had indicated he could not support their request at that time. Shortly thereafter, July 10, 1984, the Support Enforcement Officers I requested a position review. Because of this request, Clif Stickney discussed with Ed McCann the possibility of reviewing both functions at the same time. Subsequently, Ed indicated his agreement and requested a sample number of position classification questionnaires be provided." The letter indicated that classification questionnaires were attached.

The Division (formerly Department) of Personnel responded by letter dated February 28, 1986, informing the Division of Human Services that the July 10, 1984 request could not be located, but that a May 14, 1984 request from Support Enforcement Officer ■ had been received, as well as an August 2, 1984 letter from Clifton Stickney suggesting a review of both Support Enforcement officers ■ and II. In its February 28, 1986 response, the Division denied the request for upgrading the subject positions.

On March 11, 1986, SEA Field Representative Stephen McCormack filed two separate hearing requests with the Personnel Commission, the first on behalf of Support Enforcement ■ incumbents, and the other on behalf of Support Enforcement Officer II incumbents. The Commission responded by letter dated March 14, 1986 that the request had been received and that the Commission's caseload precluded the scheduling of an immediate hearing. The appellants were notified that a hearing would be scheduled as time permitted.

On June 26, 1986, following receipt of a notice of scheduling from the Appeals Board, the State Employees' Association requested that the Board hold the appeals in abeyance, noting that the Division of Human Services had requested reconsideration of the Director's February 28, 1986 decision. The Board granted the request. Nearly two years later, on October 28, 1988, the Board issued an order to the parties in which it noted that following the June 1986 postponement request, the Board had received no further written submissions, motions or notification of the status of the appeal. The Board allowed the parties fifteen days in which to file written statements clarifying the status of the appeal, and notified the parties that failure to respond would result in dismissal of the appeal.

The Division of Human Services responded on November 4, 1988 that it had withdrawn its request for reconsideration of the February 28, 1986 decision, having submitted a new request for review of the Support Enforcement Officer I and II positions on August 4, 1988. The State Employees' Association responded on November 15, 1988, stating that the original appellants had decided to pursue the appeal.

On April 3, 1989, the parties were notified that the Board had scheduled a hearing on the appeals of Support Enforcement Officers I and II on June 28, 1989. The Division of Human Services responded by letter dated April 10, 1989 stating:

"There appears to be several issues with this particular appeal. We believe it is on the reclassification request that we submitted to Personnel on August 4, 1988 - this is the request still under consideration. Although we did not request the hearing, we would be glad to participate in one pertaining to our August, 1988 request. That request centered on upgradings for our Support Enforcement Officer I and II and the creation of a career ladder between the two classifications."

The State Employees' Association also responded by letter dated April 10, 1989 requesting that the hearing be postponed, stating:

"There still are discussions taking place between the division of Human Services and the Division of Personnel regarding proposed salary grades and retroactive dates for the Support Enforcement Officers I and II.

"Because of the ongoing discussions (reconsideration) between the two Divisions, it would be inappropriate to have any hearing on matters of salary grade and/or retroactive dates for pay until a final determination has been made."

An April 10, 1989 letter was also received from the Division of Personnel which stated:

"The current discussions between the Division of Personnel and the Division of Human Services relate only to the current request for creation of a career ladder for Support Enforcement Officers. It is not my understanding that there is a pending request for reconsideration, particularly in light of Ms. Beauchesne's letter to the Board of November 4, 1988."

At its meeting of June 28, 1989, the parties discussed the outstanding issues with the Board. One of the issues raised was the appropriate effective date for the upgrading of Support Enforcement Officer II positions from salary grade 19 to salary grade 20. The parties agreed that this particular issue could be determined on the basis of written submissions by the parties, and would not require additional evidence or the taking of testimony.

Mr. McCormack asked that the Board postpone the scheduling of any hearing pending receipt of the Attorney General's opinion on the issue of HB 764, affecting the award of retroactive pay, and whether or not the Board retained jurisdiction to hear the appeal.

Following review of the record to date, and after hearing discussion by the parties on June 28, 1989, the Board made the following findings:

1. There are two outstanding requests for position reclassification for both the Support Enforcement Officer I and II classifications. The first request is the only request properly under appeal, and arises from the decision of the Director of Personnel dated February 28, 1986. The Division of Human Services, which had initially requested that the subject positions be reallocated, withdrew its request for reconsideration by the Director when it submitted new requests for reclassification on August 4, 1988.
2. The Board has two issues before it relative to the Personnel Director's February 28, 1986 decision:
 - A. Should Support Enforcement Officer I and Support Enforcement Officer II positions have been reallocated from salary grade 17 to salary grade 18, and salary grade 19 to salary grade 20 respectively, based on the duties and responsibilities of those positions prior to February 28, 1986?
 - B. If either position were to be reallocated, what should be the effective date of the upgrading?

As is clear from the information submitted by the parties, the August 4, 1988 request for reallocation of these two position classifications resulted in a decision by the Director of Personnel to deny the request to upgrade SEO I positions from salary grade 17 to salary grade 18, but approved the request for upgrading SEO II positions from salary grade 19 to salary grade 20. Inasmuch as this request for reallocation was received August 4, 1988, and was subject to the provisions of N.H. RSA 21-I, the earliest date that this reclassification could be effective would have been the date of the decision, or the beginning of the first pay period following the 45th day after receipt of a completed request for reclassification, or the beginning of the first pay period following September 19, 1988, if the August 4, 1988 request was deemed complete,

The correspondence reviewed clearly indicates that the Division of Human Services, which suggested review of the subject positions in August, 1988, understood the reclassification/reallocation request was an entirely separate request from that which resulted in the original filing of an appeal in March, 1986. It is therefore unreasonable to conclude that such reallocation decision considered information relative to the positions as they existed in

1984, 1985 or 1986, or that information submitted subsequent in 1988 should be included in a review of the classification decision rendered by the Director of Personnel in February, 1986.

The Board has reviewed, at some length, the written arguments submitted by the State Employees' Association on December 5, 1988, relative to upgrading of Support Enforcement Officers I and II. In that submission, the SEA argues on behalf of the appellants that:

- "1. The request for reconsideration filed by former Director Richard Chevrefils, on behalf of SEO I's and SEO II's, dated March 12, 1986, has never been answered by the Division of Personnel, State of New Hampshire. "

The Appellants suggest that the Board order that "The Division of Personnel, State of New Hampshire, respond to the request for reconsideration dated March 12, 1986 with a carbon copy to the State Employees' Association.

The Board finds that no useful purpose would be served by ordering such a response, inasmuch as the Division of Personnel has already conducted a subsequent review, and decided that SEO I positions remained properly allocated at salary grade 17, and that SEO II positions could be upgraded by one salary grade based on the information supplied in the most recent classification questionnaires. The Board, therefore, considers the March 12, 1986 request for reconsideration to have been denied, and will schedule a hearing on the merits of the appeal of both Support Enforcement Officers I and II, relative to their duties and responsibilities prior to February 28, 1986.

2. "The request for position reviews filed by the Director, Division of Human Services, Robert V. Plisken, on August 4, 1988 is similar to the former request filed on April 9, 1985 by then Director, Richard Chevrefils and, as such, needs to be considered in conjunction with the former request."

The State Employees' Association therefore requests, on behalf of the appellants: "That the request for position reviews submitted by Robert V. Plisken, Director, Division of Human Services, dated August 4, 1988 be taken into consideration in conjunction with the original requests for position reviews."

The Board considers it unreasonable to consider information submitted in August 1988 as being relevant to the duties and responsibilities of positions as they existed in 1986. The Board therefore denies this request.

3. "That the Personnel Appeals Board grant special consideration to the Support Enforcement Officers I and II, Division of Human Services, in light of the fact that the Division of Personnel failed to ever respond to the request for reconsideration filed by Richard Chevrefils on March 12, 1986. The special consideration requested is that the time frames for submitting written arguments be extended beyond the twenty (20) day time limit as is presently set per the Rules of the Personnel Appeals Board, PART Per-A 201.03 and PART Per-A 208.02."

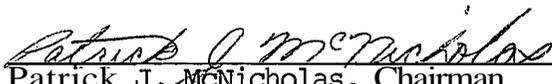
For all practical purposes, this request has already been granted on several occasions, as the parties were still being given leave to file additional documents as late as June 1989 and beyond. Therefore, the Board sees no need to further discuss this request.

The Board has scheduled a hearing on the merits of these two appeals on Wednesday, March 27, 1991, at 1:30 p.m. in Room 401, State House Annex, Concord, New Hampshire. The Board will limit testimony and evidence to the appellants original request for reclassification, and will only consider information as it relates to the positions of Support Enforcement Officer I and II as they existed prior to February 28, 1986, the date of the Director's decision on their original request for reclassification. The Board will allow each party 1/2 hour (30 minutes) for presentation of its case.

In consideration of the lengthy delay in hearing the merits of this appeal, the parties will be allowed to submit new written arguments and packets of supporting documentation if they so choose. If the parties do not wish to file replacement documents, they must provide the Board with a list of those documents already submitted which they wish to be considered a part of the record of the appeal.

Any motions for continuance, postponement or special scheduling must be made in writing and be received by the Board not later than 15 days from the date of this order. Written arguments, exhibits and/or lists of documents considered to comprise the record, shall be submitted to the Board not later than March 1, 1991. Any information provided to the Board shall be forwarded simultaneously to all other parties to the appeal,

THE PERSONNEL APPEALS BOARD


Patrick J. McNicholas, Chairman


Robert J. Johnson


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Jan D. Beauchesne, Human Resource Coordinator, C.O.M.B./H.H.S.
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