

# State of New Hampshire

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## PERSONNEL APPEALS BOARD

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### APPEAL OF ROBERTA J. TUTTLE New Hampshire Hospital

Docket #89-C-39

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 Roberta Tuttle, Executive Secretary Stenographer, salary grade 11. Ms. Tuttle 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.

According to Ms. Tuttle, her role and responsibility at New Hampshire Hospital had changed substantially in the year and one-half prior to her request for reclassification. Ms. Tuttle testified that in addition to her work for the Hospital Superintendent, she was responsible for tracking medical staff credentials and accreditation. Ms. Tuttle also testified that she was required to fill in for the Administrative Assistant II when that employee was absent, Ms. Tuttle argued that although she does have a supervisor, she still must make her own decisions regarding prioritizing her schedule, and checking her own work for accuracy and follow-through. She indicated that she filled in as needed for other staff when they were away. The Superintendent's Office staff consists of an Administrative Assistant II and three positions of Executive Secretary Stenographer.

Ms. Tuttle stated that she has 13 years tenure at New Hampshire Hospital and that her experience there allows her to be a more productive employee. She has no direct supervisory responsibility for other staff, but argued that her independent, unsupervised work should be considered equivalent to supervisory responsibility for the purpose of reviewing her classification.

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Hospital Superintendent Paul Gorman testified that the classification decision affecting Ms. Tuttle and the other two Executive Secretary Stenographers in that office appeared to turn on the issue of supervision. Superintendent Gorman argued that the Superintendent, Medical Director and Assistant Superintendent all have responsibility for managerial and clinical oversight of this 250 bed facility. Shirley Williams, the Administrative Assistant II is responsible for oversight of all staff in the area. Superintendent Gorman argued that each of the remaining executive positions in the Superintendent's Office, the support staff's expertise was critical to good management at the Hospital, and that each of the support staff positions deal with extremely important, sensitive material relating to patient care, personnel and budget matters. Superintendent Gorman therefore concluded that all three of the positions of Executive Secretary Stenographer should be reclassified to Administrative Assistant I, salary grade 15.

Shirley Williams, the Administrative Assistant II, testified that Ms. Tuttle is the person who fills in for her whenever she is absent. She stated she could always count on Ms. Tuttle to get a job done, by figuring out how to attack the problem and in assuring appropriate follow-through. She testified that Ms. Tuttle was responsible for keeping notes and producing minutes of medical personnel sub-committee meetings. Ms. Williams also argued that Ms. Tuttle and the other two Executive Secretary Stenographers should be reclassified to Administrative Assistant I.

Virginia Vogel, testifying on behalf of the Division of Personnel, stated 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 further testified that the information presented on those classification questionnaires and reviewed by the Division of Personnel addressed more than the supervisory issue. She stated that the review completed by the Division of Personnel compared the information from the classification questionnaire with the Evaluation Manual, and compared the duty assignments of the incumbent to similar positions at New Hampshire Hospital. After that review, and in consideration of the duty assignments described in the classification questionnaire, the Division determined that Ms. Tuttle'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 18, rather than the salary grade 15 which was requested. Additionally, Director Vogel noted that Ms. Tuttle's request for reclassification asked for point assignments in several categories which were outside of those allowed for the various degrees in those categories. Ms. Tuttle responded that she had selected points within a range between degree allocations, attempting to make up for points she could not be awarded under the Supervision attribute.

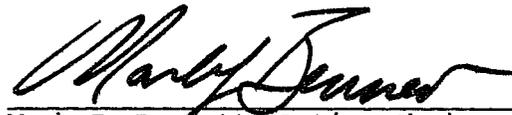
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Upon consideration of the testimony received, the Board voted to deny Ms. Tuttle's appeal, finding she had presented insufficient evidence of material changes in her duties and responsibilities to warrant reclassification to the title Administrative Assistant I. Further, the Board found that the work described by Ms. Tuttle 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.

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  
Civil Bureau, Attorney General's Office  
Roberta Tuttle, Appellant