

State of New Hampshire



PERSONNEL APPEALS BOARD
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APPEAL OF SYLVIA YEATON (AUDITOR II)

Docket #96-C-5

Treasury Department

June 12, 1997

The New Hampshire Personnel Appeals Board (Bennett, Johnson and Rule) met on Wednesday, February 26, 1997, under the authority of RSA 21-I:57, to hear the classification appeal of Sylvia Yeaton, an employee of the Treasury Department. Ms. Yeaton's position is currently classified as an Auditor II, salary grade 11. The Treasury Department requested that the position be reclassified and upgraded to Audit Supervisor II, salary grade 13. Douglas Aitken, Assistant Treasurer, appeared on behalf of the Treasury Department. Michael McAulay, Supervisor of Classifications, appeared on behalf of the Division of Personnel.

The appeal was made on offers of proof. The record in this matter consists of the audio tape recording of the hearing and documents submitted by the parties prior to the hearing. The Board also received from Mr. McAulay the Division of Personnel's proposed Findings of Fact and Rulings of Law. However, the proposed findings and rulings relate only to the position classification process, not the substance of Ms. Yeaton's reclassification request or her assertion that she is performing duties and responsibilities beyond the scope of her current classification. Therefore, whether granted or denied, the proposed findings and rulings have no actual bearing upon the proper disposition of Ms. Yeaton's appeal. As such, the Board declined to rule on them.

Mr. Aitken argued that there had been significant changes in the position's responsibilities since a departmental reorganization in 1993, which resulted in elimination of the Supervisor of Receipts

position that had been responsible for supervising Ms. Yeaton's position and that of two Account Clerk III positions assigned to the cashier section. Mr. McAulay argued that while Ms. Yeaton may have been assigned additional duties, those duties do not exceed the scope of responsibility outlined in the class specification for Auditor II.

Mr. Aitken argued that the incumbent now must be proficient in the use of spreadsheets, word processing and Treasury's Internal Banking system, as well as working in on-line systems Treasury uses with its operating banks. He asserted that Ms. Yeaton has assumed responsibility for preparation of the Treasury's "cash position" report, reconciliation of the department's total cash position daily on the New Hampshire Integrated Financial System, and review and identification of electronic deposits to be credited to the various State agency accounts, processing funds under the Cash Management Improvement Act, which was implemented in 1994. Mr. Aitken argued that Ms. Yeaton has also been assigned supervisory responsibility for two Account Clerk III positions, responsibility for training the cashiers, and responsibility for initiating the research on items identified by the Treasury's Reconciliation Section. He argued that each of these tasks was previously performed by another employee, and all of them represent new and expanded responsibilities for Ms. Yeaton.

The Board reviewed the documents submitted by the Division of Personnel, particularly with respect to any bearing they might have on the Director's decision denying the reclassification (Exhibit 3). The Board found that overall, Ms. Yeaton's duties and responsibilities are consistent with the "Basic Purpose" for the classification of Auditor II:

"To supervise clerical auditing staff and to perform auditing duties, verifying a wide variety of financial and accounting statements received or prepared by governmental units and private employers."

As noted in the Director's March 29, 1996 decision, Ms. Yeaton "is responsible for auditing the internal banking system reports and balancing daily bank deposit reports, in addition to monitoring, training, supervising and reviewing the daily cashier activities of the two Account Clerk III positions

in the work section." Although some of the specific tasks assigned to Ms. Yeaton's position had previously been performed by her supervisor, none of those duties appears to be inconsistent with the level of responsibility described in the class specification for Auditor II. Further, while Ms. Yeaton may have had to assume supervisory responsibilities following the reorganization of her section, her position classification is already receiving points for supervision consistent with the classification to which she has asked to be reassigned.

Having reviewed the evidence in conjunction with the parties' arguments and offers of proof, the Board found that the appellant failed to provide evidence of substantial or material change which would warrant the reclassification of her position from Auditor II to Audit Supervisor. Accordingly, the Board voted to deny the appeal.

THE PERSONNEL APPEALS BOARD



Mark J. Bennett, Chairman



Robert J. Johnson, Commissioner



Lisa A. Rule, Commissioner

cc: Virginia A. Lamberton, Director of Personnel
Douglas Aitken, Chief Deputy State Treasurer