

# State of New Hampshire

PERSONNEL APPEALS BOARD  
Edward J. Haseltine, Chairman  
Gerald Allard  
Loretta Platt



EXECUTIVE SECRETARY  
Mary Ann Steele

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

89-P-201

## APPEAL OF BILLIE RICHMOND

February 10, 1989

On October 19, 1988, the Promotion Appeals Tribunal consisting of Loretta S. Platt, Chairman and members John Roller, Human Resources Coordinator (Department of Environmental Services) and JoAn Bunten, Human Resources Specialist (Division of Personnel), heard the appeal of Billie Richmond, who was appealing her non-selection to the position of Probation/Parole Officer at the Department of Corrections. Donald Parrish, Regional Administrator, Department of Corrections, appeared on behalf of the Department of Corrections. SEA Field Representative Stephen McCormack appeared on behalf of Ms. Richmond, who did not attend the hearing.

Based upon the evidence presented, the Tribunal found that the Department of Corrections had two applicants for the position. An interview board was convened for which standardized questions were prepared. Scenarios were designed to measure the ability of the interviewees to think and react quickly. The appellant did not perform well during the oral interview. In those areas where she did not know the answer, she offered inappropriate or inaccurate answers. The screening process also included a written exercise to determine the applicants' abilities to write reports. The simulated probation/parole report prepared by the appellant contained errors in facts and was poorly written.

Based upon this performance, the Department selected the other applicant for the position. The other applicant subsequently declined to accept the position. The Department of Corrections chose not to offer the position to Ms. Richmond.

The Tribunal found that the Department of Corrections could properly decide not to promote Ms. Richmond. See Per. 302.03(b)(1). The Tribunal found that Probation/Parole Officers were required to file official reports with various courts and other correctional service agencies. Those reports could be given great weight when those bodies deliberated on the future of the subject of the report. An ability to report facts in an accurate and well-written manner was therefore an important factor to be considered. Ms. Richmond did not demonstrate sufficient ability in that area at the time of the selection process and the Department therefore properly decided not to promote her to the position.

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For the foregoing reasons, the Tribunal voted to deny the appeal.

FOR THE PROMOTION APPEALS TRIBUNAL

*Mary Ann Steele*

MARY ANN STEELE, Executive Secretary  
Personnel Appeals Board

cc: Stephen J. McCormack  
SEA Field Representative

Donald Parrish, Regional Administrator  
Department of Corrections