

CLASSIFICATION: ADMINISTRATOR, PERSONNEL APPEALS BOARD

Class Code: 4170-31

Date Established: 02-27-01

Occupational Code: 7-5-5

Date of Last Revision: 11-04-14

Exempt Status: Exempt

BASIC PURPOSE: To direct and administer the operations of the personnel appeals process for all classified state employees and to provide professional guidance and technical assistance to the Personnel Appeals Board, the NH Division of Personnel and state agency human resource administrators concerning related legal, policy, and regulatory matters.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Initiates and performs research regarding human resources practices and evaluates findings on relevant statutory provisions, case law and federal regulations
- Develops and authorizes long-range strategies and procedures to improve the adjudicative process for enhanced delivery of services.
- Assists agencies in developing informal settlement of contested cases prior to Board appeals.
- Develops training objectives, including course content and the creation of educational materials to deliver on-going training to human resources professionals, supervisors or managers.
- Develops findings of fact and rulings of law based on the evidence and argument offered to support the Personnel Appeals Board's decisions, and composes decisions and administrative orders for Board approval.
- Evaluates and assesses the application of the Board's organizational and procedural rules as they relate to current and anticipated caseloads.
- Supervises and evaluates staff providing administrative and clerical support to the Personnel Appeals Board.
- Represents the Personnel Appeals Board and the Division of Personnel at human resource meetings, conferences, strategic planning/program development meetings, and legislative hearings and seminars, and meets regularly with Manager of Employee Relations to maintain knowledge of collective bargaining updates.
- Advises the Personnel Appeals Board, superiors and agency human resource administrators on the probable legal impact of current and upcoming changes in policy, rules, and regulations concerning public sector personnel practice, such as ADA and FMLA law, and advises on the impact of administrative adjudicative proceedings, such as decisions and orders of the Personnel Appeals Board and the NH Supreme Court.
- Drafts rules for the Personnel Appeals Board, develops rulemaking proposals, drafts legislation and legislative amendments to state statutes as required, and functions as the Division of Personnel contact for rule making activities in general

DISTINGUISHING FACTORS:

Skill: Requires skill in evaluating, planning or integrating analysis of data to formulate current and long-range solutions, strategies or policies of a specialized or technical nature.

ADMINISTRATOR, PERSONNEL APPEALS BOARD

Page 2

Knowledge: Requires expertise in a highly specialized, technical or professional discipline to manage or create policy at a system wide administrative level.

Impact: Requires responsibility for achieving major aspects of long-range agency objectives by planning short- and long-term organizational goals, reviewing recommendations for procedural changes, and developing or revising program policies. Errors at this level result in incorrect decisions at an administrative level, and are detected subsequent to implementation in an overall evaluation process.

Supervision: Requires direct supervision of programs or of employees doing work which differs from the supervisor, including disciplining employees, solving personnel problems, recommending hiring and firing employees, and developing work methods. The supervisor in this position manages a working unit or section with responsibility for employee performance appraisal.

Working Conditions: Requires performing regular job functions in a controlled environment with minimal exposure to disagreeable job elements and little risk of hazard to physical or mental health.

Physical Demands: Requires light work, including continuous walking or operating simple equipment for extended periods of time as well as occasional strenuous activities such as reaching or bending.

Communication: Requires acting as the official representative of the agency, including explaining and defending current and long-range goals or objectives which directly affect public policy decisions regarding major state programs and services.

Complexity: Requires evaluating a combination of wide-ranging job functions to determine work procedures, to solve problems, and to reach conclusions by applying analytical, technical, or scientific thinking. This level also requires planning policies and long-term strategies, drawing conclusions based on available criteria, and evaluating the effectiveness of program objectives.

Independent Action: Requires administrative decision-making in authorizing and monitoring the implementation of major departmental policies and procedures.

MINIMUM QUALIFICATIONS:

Education: Juris Doctorate from an American Bar Association recognized law school.

Experience: Five years of managerial or professional experience in the areas of business, legal work or law office administration, employee relations, labor relations, human resource management, public administration, appellate panel or quasi-judicial board or commission experience, or a related field.

License/Certification: None required.

RECOMMENDED WORK TRAITS: Considerable knowledge of relevant state statutes, applicable federal regulations and administrative rules of the agency. Demonstrated ability to think critically, assess factual information, and assist others in arriving at logical conclusions in managing agency human resources, taking appropriate administrative action and developing the evidence and legal arguments to support administrative decisions under appeal. Demonstrated ability to communicate effectively, orally and in writing, and to compose legal memoranda and administrative orders. Demonstrated ability to initiate and carry out research on complex issues involving the interpretation of law or regulatory standards. Ability to produce documents and reports using available computer hardware and software. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

DISCLAIMER STATEMENT: This class specification is descriptive of general duties and is not intended to list every specific function of this class title.