BEFORE THE PERSONNEL APPEALS BOARD

STATE OF WASHINGTON

JODY SIMMONDS, Appellant, v. DEPARTMENT OF RETIREMENT SYSTEMS, Respondent.	Case No. ALLO-99-0035 ORDER OF THE BOARD FOLLOWING HEARING ON EXCEPTIONS TO THE DETERMINATION OF THE DIRECTOR

Hearing on Exceptions. This appeal came on for hearing before the Personnel Appeals Board, WALTER T. HUBBARD, Chair, and LEANA D. LAMB, Member, on Appellant's exceptions to the Director's determination dated October 27, 1999. The hearing was held on July 27, 2000, in the Personnel Appeals Board hearing room in Olympia, Washington. GERALD L. MORGEN, Vice Chair, did not participate in the hearing or in the decision in this matter.

Appearances. Appellant Jody Simmonds was present and was represented by James Cameron, Senior Employee Relations Specialist for the Washington Public Employees Association. Respondent Department of Retirement Systems was represented by Sandy Parry, Human Resources Manager.

Background. As a result of a class study, the Washington State Personnel Resources Board adopted revisions to the general government information technology classifications. As a result of those revisions, Appellant's position was reviewed, the Information Technology Applications Specialist class series was considered, and her position was allocated to the Information Technology Applications Specialist 4 classification.

On August 13, 1999, Appellant appealed to the Director of the Department of Personnel (DOP). In her letter of appeal, Appellant stated that her position should be reallocated to the Information Technology Applications Specialist 5 classification.

On October 13, 1999, the Director's designee, Mary Ann Parsons, conducted an allocation review of Appellant's position. During the allocation review, Appellant requested that Ms. Parsons consider the Information Technology Systems Specialist class series in making her determination. The record indicates that Ms. Parsons considered the Information Technology Applications Specialist 4 and 5 classifications. By letter dated October 27, 1999, she determined that Appellant's position was properly allocated to the Information Technology Applications Specialist 4 classification.

On November 24, 1999, Appellant filed timely exceptions to the Director's determination with the Personnel Appeals Board. Appellant's exceptions are the subject of this proceeding. Appellant's first exception asserts that the Director's designee failed to consider the Information Technology Systems Specialist 5 classification.

At the outset of the hearing on her exceptions, Appellant requested that the Board remand her appeal to the Director of the Department of Personnel for consideration of the Information Technology Systems Specialist classification series, specifically levels 4 and 5 of the series. The Board heard the arguments of the parties and orally granted Appellant's request. The remainder of Appellant's exceptions were not argued by the parties and this decision does not address those exceptions.

Summary of Appellant's Argument. Appellant states that both the Information Technology Applications Specialist series and the Information Technology Systems Specialist series were new

classifications effective July 1, 1999. Appellant argues that the Director's designee erred when she failed to consider the Information Technology Systems Specialist series during her review of Appellant's position. Appellant asserts that it would be prudent and efficient for the Board to remand this matter to the Director's designee for review and consideration of the Information Technology Systems Specialist 4 and 5 classifications.

Summary of Respondent's Argument. Respondent does not oppose Appellant's request.

Primary Issue. Whether Appellant's request that this matter be remanded to the Director's designee for review of the Information Technology Systems Specialist 4 and 5 classifications should be granted.

Relevant Classifications. Information Technology Applications Specialist 4, class code 03294; Information Technology Applications Specialist 5, class code 03295; Information Technology Systems Specialist 4, class code 03274; and Information Technology Systems Specialist 5, class code 03275.

Decision of the Board. The purpose of a position review is to determine which classification best describes the overall duties and responsibilities of a position. A position review is neither a measurement of the volume of work performed nor an evaluation of the expertise with which that work is performed. Also, a position review is not a comparison of work performed by employees in similar positions. A position review is a comparison of the duties and responsibilities of a particular position to the available classification specifications. This review results in a determination of the class which best describes the overall duties and responsibilities of the position. Liddle-Stamper v. Washington State University, PAB Case No. 3722-A2 (1994).

To determine the class which best describes the overall duties and responsibilities of a position, it is imperative that all relevant classifications be considered. Based on the record before the Board, the Director's designee failed to consider the Information Technology Systems Specialist 4 and 5 classifications despite Appellant's request that she do so.

Conclusion. Appellant's request, as concurred with by Respondent, should be granted and this matter should be remanded to the Director of the Department of Personnel. The Director's designee should review duties and responsibilities of Appellant's position and determine whether her position is properly allocated or whether it should be reallocated to the Information Technology Systems Specialist 4 or 5 classification.

ORDER

NOW, THEREFORE, IT IS HEREBY ORDERED that the appeal of Jody Simmonds is remanded to the Director of the Department of Personnel for a determination of whether her position is properly allocated or whether it should be reallocated to the Information Technology Systems Specialist 4 or 5 classification.

DATED this _____ day of _____, 2000.

WASHINGTON STATE PERSONNEL APPEALS BOARD

_____
Walter T. Hubbard, Chair

_____
Leana D. Lamb, Member