BEFORE THE PERSONNEL APPEALS BOARD

STATE OF WASHINGTON

CENTRAL WASHINGTON UNIVERSITY, Appellant, v. ED CASTANEDA, Respondent.	Case No. ALLO-02-0015 ORDER OF THE BOARD FOLLOWING HEARING ON EXCEPTIONS TO THE DETERMINATIONS OF THE DIRECTOR

Hearing on Exceptions. Pursuant to RCW 41.64.060 and WAC 358-01-040, this appeal came on for hearing before the Personnel Appeals Board, GERALD L. MORGEN, Vice Chair. The hearing was held on October 1, 2002, at the Central Washington University in Ellensburg, Washington. RENÉ EWING, Member, reviewed the record and participated in the decision in this matter. WALTER T. HUBBARD, Chair, did not participate in the hearing or in the decision in this matter.

Appearances. Dennis Defa, Assistant Director of Human Resources, represented Appellant Central Washington University. Respondent Ed Castaneda was present and represented himself *pro se*.

Background. As a result of a class study, the Washington State Personnel Resources Board adopted revisions to the higher education information technology classes. Mr. Castaneda's position was reviewed by CWU's internal position audit team, which recommended that his position be allocated to the Information Technology Systems Specialist III classification. Subsequently, a CWU peer review team reviewed Mr. Castaneda's position and concurred with the recommendation. CWU Human Resources staff also agreed with the recommendation and Mr. Castaneda's position was allocated to the Information Technology Systems Specialist III classification, effective January

1, 2002. He was notified of the allocation of his position by letter dated December 19, 2001 from Dennis Defa.

On January 2, 2002, Mr. Castaneda appealed to the Director of the Department of Personnel (DOP). In his letter of appeal, Mr. Castaneda requested that his position be reallocated to the Information Technology Systems Specialist IV or V classification.

The Director's designee, Sandra Stewart, conducted an allocation review of Mr. Castaneda's position and forwarded the results of her review to Teri Thompson, Director of Classification and Compensation. By letter dated May 23, 2002, Ms. Thompson notified Mr. Castaneda that his position should be allocated to the Information Technology Systems Specialist IV classification. On June 10, 2002, Appellant Central Washington University (CWU) filed exceptions to the Director's determination with the Personnel Appeals Board. Appellant's exceptions are the subject of this proceeding.

Mr. Castaneda provides senior-level support information technology support and functions as a project leader for CWU's Facilities Management Department (FMD). Mr. Castaneda spends 40% of his time supporting the FMD automated building information system (BIS), 50% of his time providing computing support to FMD staff, and 10% of his time performing related duties. He works independently and in accordance with the policies and objectives set by his supervisor, the Manager of Plant Operations. Mr. Castaneda designed the original BIS system and has on-going involvement in maintenance and upgrades of the system. He develops project plans, represents that department with outside entities, and serves as the technical resource and lead technician for the electrical energy monitoring system including working directly with the vendors. In addition, Mr. Castaneda functions as the system administrator for the FMD's network and resolves all network

issues for staff including establishing accounts and security procedures for access to applications and directories.

Summary of Appellant CWU's Argument. Appellant argues that Mr. Castaneda performs general computer support duties, works under general direction, and carries out his work in accordance with objectives set by his supervisor as described by the ITSS III classification. Appellant contends that Mr. Castaneda does not function independently in accordance with broad policy statements, does not work with or design complex multiple-server systems, does not manipulate or debug operating systems, and does not develop security policies or design specialized interfaces as anticipated by the ITSS IV level. Therefore, Appellant contends that Mr. Castaneda's position should be allocated to the ITSS III classification.

Summary of Mr. Castaneda's Argument. Mr. Castaneda contends that his supervisor, his administrator and the Director's designee agreed that his duties and responsibilities, as described in his Position Questionnaire (PQ), fit the ITSS IV classification. Mr. Castaneda argues that he works under administrative direction, independently provides expert technical support for 60 computer users, services over 75 network stations and several peripheral devices, and consults with department managers to find technical solutions for specialized problems. In addition, Mr. Castaneda provides technical leadership and direction to other technicians in the FMD shop and technical support to FMD users. Mr. Castaneda contends that his position should be allocated to the ITSS IV level.

Primary Issue. Whether the Director's determination that Appellant's position was properly allocated to the Information Technology Systems Specialist IV classification should be affirmed.

Relevant Classifications. Information Technology Systems Specialist III, class code 2407; Information Technology Systems Specialist IV, class code 2408.

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).

We have considered Appellant's written exceptions and the oral argument presented at the exceptions hearing. Appellant failed to refer to any documents or information in the record that supports the university's contention that the Director's determination was wrong. Because a current and accurate description of a position's duties and responsibilities is documented in an approved position questionnaire (PQ), the position questionnaire becomes the basis for allocation of a position. An allocation determination must be based on the overall duties and responsibilities, as documented in the PQ. In this case, Mr. Castaneda's PQ was approved by both his first- and second-line supervisors and describes duties at the ITSS IV level.

Positions allocated to the Information Technology Systems Specialist III classification independently work under general direction, consult with users, complete assignments and coordinate projects, and resolve problems. ITSS IIIs have a moderate scope of responsibility and their work impacts internal or satellite operations, multiple users, or more than one group. At this level, complex problems are resolved by consulting with a higher level. In addition, ITSS IIIs may

lead and mentor other staff. Mr. Castaneda's duties and responsibilities are encompassed by this level, however, his work related to planning and designing multiple server systems, representing the department and management to outside entities, and serving as a senior-level technical resource for FMD technicians and others exceeds the scope of the ITSS III classification.

Positions allocated to the Information Technology Systems Specialist (ITSS) IV classification work under administrative direction, function as senior-level specialists and independently utilize advanced technical knowledge on projects that impact major work groups or multiple functional areas. Generally, ITSS IVs serve as team or project leaders or supervise staff. ITSS IVs independently plan, design and carry out projects and their work is evaluated in terms of its adherence to program goals or compliance with laws, regulations or general institution policies. Mr. Castaneda's position meets the level of independence and breadth of impact intended by this level. Mr. Castaneda works as a member of the FMD team and functions as a project leader and senior-level technical specialist to FMD staff and others. Mr. Castaneda's supervisor maintains overall responsibility for the plant operations systems and ensures adherence to program goals or compliance with laws, regulations or general institution policies. However, Mr. Castaneda independently plans and carries out the responsibilities of his position to meet those goals. Mr. Castaneda is responsible systems internal to FMD and, as a member of the FMD team, is responsible for the environmental control systems and the life-safety system team. Therefore he is responsible for multiple functional areas. The scope of duties and level of responsibility assigned to Mr. Castanedo's position are best described as senior-level specialist duties. His duties require the level of technical knowledge encompassed by the complex tasks found at the ITSS IV level.

Conclusion. Appellant's appeal on exceptions should be denied and Director's determination, dated May 23, 2002, should be affirmed and adopted.

ORDER

NOW, THEREFORE, IT IS HEREBY ORDERED that the appeal of Central Washington University is denied and the Director's determination dated May 23, 2002, is affirmed and adopted.

DATED this _____ day of _____, 2002.

WASHINGTON STATE PERSONNEL APPEALS BOARD

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Gerald L. Morgen, Vice, Chair

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René Ewing, Member