

June 11, 2009

TO: Stacey Bellamy

FROM: Holly Platz, SPHR  
Director's Review Investigator

SUBJECT: Stacey Bellamy v. Department Social and Health Services (DSHS)  
Allocation Review Request ALLO-08-035

The Director's review of DSHS's allocation determination of your position has been completed. The review was based on written documentation. This review covers the six month period prior to April 25, 2008, the date that DSHS's Classification and Compensation Unit received your updated Position Description Form (PDF) requesting a reallocation of your position.

### **Director's Determination**

As the Director's designee, I carefully reviewed all of the documentation in the file and I reviewed the Administrative Assistant 3 and 4 classifications. Based on my review of the documents, the available classifications, and my analysis of your assigned duties and responsibilities, I conclude that overall, your position is best described by the Administrative Assistant 3 classification.

### **Background**

On April 25, 2008, DSHS's Classification and Compensation Unit received your PDF asking that your Administrative Assistant 3 position be reallocated to the Administrative Assistant 4 classification. On June 5, 2008, DSHS received your Position Review Request form. DSHS reviewed your position and by letter dated June 6, 2008, determined that your position was properly allocated to the Administrative Assistant 3 classification.

On July 7, 2008, you filed a request for a Director's review of your position. You attached a revised PDF to your review request (Exh. A-2). This PDF was not signed and was not submitted to DSHS's Classification and Compensation Unit as part of your request for reallocation. DSHS objected to the unsigned PDF being included in the record of your review.

In keeping with the guidance of the Personnel Resources Board, a current and accurate description of a position's duties and responsibilities is documented in an approved position description form. The position description form becomes the basis for allocation of a

position. An allocation determination must be based on the overall duties and responsibilities as documented in the approved position description form.

When you submitted the July 2008 PDF with your Director's review request, it was not signed or approved. You subsequently submitted this PDF with your signature dated August 27, 2008 (Exh. E-15). However, this PDF was not submitted to DSHS for consideration as part of the review at the agency level. Therefore, this PDF should not be used as a basis for the allocation of your position as it existed in April 2008. While the July 2008 and August 2008 PDFs are included in the exhibits for your review, I gave these document appropriate weight and did not consider them as the approved PDF for your position as of April 2008.

The duties described in the July and August 2008 PDFs appear to be significantly different than the duties described in your April 25, 2008 PDF (Exh. E-1) and in the Position Review Request (PRR) form you signed on May 23, 2008 (Exh. E-3). For example, the PRR and the April 2008 PDF describe the majority of your duties as administrative support while the subsequent documents describe the majority of your duties as human resources functions. As stated above, this decision is based on the duties and responsibilities assigned to your position as described in your approved PDF during the six months prior to April 25, 2008. If you feel that your assigned duties or the percentage of time you spend performing your assigned duties have changed since that time, you may request a review of your current duties and responsibilities in accordance with DSHS's procedures.

### **Summary of Ms. Bellamy's Perspective**

You explain that your position is the principle assistant for administrative matters for the Regional Administrator and Deputy Regional Administrator of Aging and Disability Services Administration, Home and Community Services (HCS) for Region 5 of DSHS. You argue that you provide:

- Confidential secretarial support
- Record minutes
- Compose, edit and type letters for the Regional Administrator
- Prepare administrative correspondence
- Compile data and prepare monthly and annual reports
- Make decisions, problem solve, and speak for the Regional Administrator in administrative matters
- Exercise signature authority on administrative correspondence.

You explain that you also serve as the Human Resource Consultant for Region 5 HCS for approximately 110 employees. This includes providing information, interpretation, and advice on:

- WACs, practices, policies, procedures, and the affirmative action plan and activities
- Performance evaluation requirements and reallocation requests
- Payroll and benefit information, appointment procedures, and leave usage.

You argue that your functions include all recruiting activities for Region 5 HCS, that you are the attendance keeper and leave processor and that you provide technical assistance,

support and act as the back-up to the Regional Business Manager for tracking budget expenditures. You also argue that you compile data and prepare various budget and staffing reports, attend meetings and take notes, authorize equipment repair and maintenance, assist with processing invoices, assist with space management including renovation and remodeling, and participate in long-range fiscal plans for space and facility utilization, renovation, and in developing performance goals.

### **Summary of DSHS's Reasoning**

DSHS argues that there has been no significant change or increase in the scope of your duties and responsibilities and contends that the majority of the duties described in your PDF and PRR are direct support functions for the Regional Administrator which meets the criteria of the AA3 classification. DSHS also argues that the Regional Administrator does not meet the AA4 criteria in regard to level of position for which administrative support is provided. DSHS further argues that your position does not have final authority in substantive decision-making areas or have signature authority on behalf of an exempt manager as required at the AA4 level. DSHS asserts that the majority of your duties fit the AA3 classification while the remainder of your duties is a combination of Secretary Senior and Office Assistant 3 responsibilities. DSHS further asserts that the majority of your duties fall with the AA3 level as providing the day-to-day support for administrative and secretarial functions by relieving your supervisor of coordinating tasks such as processing and tracking deadlines, inputting and updating information in databases, coordinating maintenance, etc. DSHS contends that the majority of your assigned duties fit the class series intent, definition and distinguishing characteristics of the AA3 classification.

### **Rationale for Determination**

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. 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 that best describes the overall duties and responsibilities of the position. See Liddle-Stamper v. Washington State University, PAB Case No. 3722-A2 (1994).

Most positions within the civil service system occasionally perform duties that appear in more than one classification. However, when determining the appropriate classification for a specific position, the duties and responsibilities of that position must be considered in their entirety and the position must be allocated to the classification that provides the best fit overall for the majority of the position's duties and responsibilities. See Dudley v. Dept. of Labor and Industries, PRB Case No. R-ALLO-07-007 (2007).

The Administrative Assistant 4 (AA4) definition states: "[p]ositions serve as the assistant on administrative matters to the head of a state agency, the head of a major sub-division or major operating location of an agency, or to the chief administrator or head of a major organizational unit such as a school, college, or major academic/administrative department."

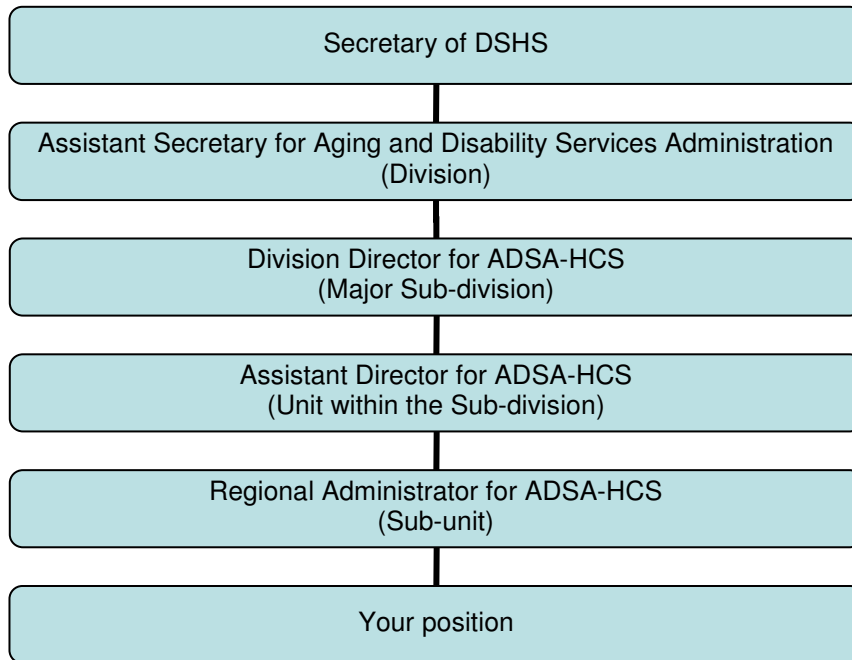
The distinguishing characteristics for Administrative Assistant 4 state:

Positions perform higher-level administrative duties of a substantive nature that are appropriate to be performed by the supervisor, manager, administrator, or professional level employee but have been delegated to the administrative assistant to perform. Positions in higher education may provide direct confidential secretarial support to a unit head or administrator. For general government positions, secretarial or clerical duties are incidental to the administrative functions performed.

For those positions in a major organizational unit such as a school, college, or major academic/administrative department, the "unit" will typically have more than 75 full-time equivalent professional and/or classified staff; OR service responsibility for more than 4,000 full-time students or staff, OR in the regional universities, college and community colleges, positions serve as the sole administrative support in an organization that has institution-wide responsibilities; OR positions serve as both sole administrative support and the executive secretary reporting to the organizational head. These positions are assigned to major units, with institution-wide responsibility, that have no assistant directors, deans or managers who would share the administrative duties of the position.

The Personnel Resources Board addressed the reporting structure required for allocation to the AA4 classification in Norton-Nader v. Western Washington University, PRB Case No. R-ALLO-08-002 (2009). The Board recognized that the appellant's duties appeared to meet the level of work described in the typical work statements of the AA4 classification but determined that her work unit, the Faculty Senate, was not a major organizational unit. The Faculty Senate was described as "an integral partner in the shared governance of the entire University." The appellant reported to the Faculty Senate President, advised, instructed, and assisted the senate president in accomplishing the goals of the Faculty Senate and provided administrative support to the various Faculty Senate committees. However, because the Faculty Senate was not a major organization, the Board determined that the appellant's position did not meet the definition of the AA4 class or meet the threshold for considering the distinguishing characteristics of the AA4 class

Your position reports to the Regional Administrator for Aging and Disability Services Administration (ADSA), Home and Community Services (HCS) for Region 5. ADSA-HCS is one of the functional areas within the Region. The Regional Administrator reports to the Assistant Director for ADSA-HCS. The Assistant Director reports the HCS Division Director who reports to the Assistant Secretary for ADSA. The Assistant Secretary reports to the Secretary of DSHS. For purpose of allocation to the AA4 class, HCS is a sub-division within ADSA. This hierarchy can be shown as:



Your position does not report to the head of the agency, the head of a major sub-division or the head of a major organizational unit. Your position does not fit within the reporting structure required for allocation to the AA4 class. In addition, the majority of your position's duties and responsibilities, as described in your approved PDF and your PRR form, are supportive in nature rather than higher-level administrative duties of a substantive nature that are appropriate to be performed by the supervisor, manager, administrator, or professional level employee. Your position does not fit within the definition of the AA4 class or meet the level of responsibilities envisioned by the distinguishing characteristics of the AA4 level.

The definition for the Administrative Assistant 3 (AA3) classification states, “[p]ositions perform varied administrative and secretarial support duties or positions are responsible for one or more major program activities under a second line supervisor.”

Your position performs administrative and secretarial duties in support of the activities of your supervisor and the Deputy Regional Administrator. Your position fits within the definition of the AA3 level.

The distinguishing characteristics for Administrative Assistant 3 state:

Positions are delegated higher-level administrative support duties or positions are delegated one or more major program activities that would be performed under a second-level professional supervisor, manager or administrator in WMS Band II or above or in exempt service, chief administrator, or head of a major organizational unit such as a school, college, or major academic or administrative department. Only one position will be allocated to an individual second-line supervisor for those positions performing one or more major program activities.

A major program activity is defined as a function that is a major element of the supervisor's job. The duty must stand alone and would create significant adverse consequences if poorly performed. However, full delegation can't occur if the supervisor's position requires specialized licensure such as attorneys, medical doctors, and engineers.

Higher-level administrative duties are duties of a substantive nature that are appropriate to be performed by the supervisor, manager, administrator, or professional level employee but have been delegated to the administrative assistant to perform. Areas may include but are not limited to, the following: budget development and/or management, expenditure control, office space management, equipment purchases, budget development and/or management, public relations, personnel administration, records management, and report preparation.

Incumbents in these positions represent the supervisor's and/or unit's goals and interests and provide interpretation or explanation of the supervisor's policies or viewpoints.

Your position performs higher-level administrative support duties as envisioned by the AA3 level. For example, you

- participate in budget management by compiling data and prepare various budget reports
- participate in expenditure control by providing technical support to the Regional Business Manager, assisting with processing invoices and developing long-range fiscal plans, and authorizing equipment repair and maintenance
- assist with office space management by coordinating office space usage including renovation and remodeling
- perform public relations functions by making decisions, problem solving and speaking for the Regional Administrator in administrative matters
- perform human resource functions such as coordinating and performing recruiting activities, recording attendance and leave, and providing information about personnel rules, policies and procedures, performance evaluation requirements and reallocation requests, payroll and benefit information, appointment procedures and leave usage.

In addition, records management and report preparation is inherent in performing your varied duties, including your personnel administration and administrative/secretarial duties and responsibilities. You also represent your supervisor's goals and interests.

In your PRR, you indicate that 55 percent of your duties are administrative support duties, 20 percent are human resource functions and 20 percent are timekeeper and attendance functions. At the time of your request for review, the majority of your duties and responsibilities best fit within the scope of the definition and distinguishing characteristics of the Administrative Assistant 3 class. Your position is properly allocated.

**Appeal Rights**

RCW 41.06.170 governs the right to appeal. RCW 41.06.170(4) provides, in relevant part, the following:

An employee incumbent in a position at the time of its allocation or reallocation, or the agency utilizing the position, may appeal the allocation or reallocation to . . . the Washington personnel resources board . . . . Notice of such appeal must be filed in writing within thirty days of the action from which appeal is taken.

The mailing address for the Personnel Resources Board is P.O. Box 40911, Olympia, Washington, 98504-0911. As of June 29, 2009, the location of the Personnel Resources Board will be 600 South Franklin, Olympia, Washington; however the mailing address remains the same.

If no further action is taken, the Director's determination becomes final.

cc: Pam Pelton, DSHS  
Classification & Pay Team, DOP

List of Exhibits

A. Filed by Ms. Bellamy July 7, 2008:

1. Letter requesting Director's Review, dated June 19, 2008.
2. Position Description Form, Position QK05, unsigned.
3. HR Allocation determination letter dated June 6, 2008.

B. DSHS exhibits with rational letter for allocation

1. Position Description Form – Dated 4/25/2008
2. Reallocation Decision Letter – Dated 6/8/2008
3. Position Review Request – Dated 5/1/2007
4. Previous Updated PDF – Dated 6/22/2007
5. Class Specifications Administrative Assistant 3 (105G)
6. Class Specifications Administrative Assistant 4 (105H)
7. Class Specifications Secretary Senior (100T)
8. Class Specifications Office Assistant 3 (100J)

C. Letter and exhibit list filed by employee September 9, 2008:

1. PDF - Dated 8/27/08
2. E-Recruiting Step by Step Process Guide
3. Sample Questions Created
4. Sample Questionnaire & Scoring Created
5. Sample Process Template Created
6. Sample Requisition Created
7. Sample Job Posting Created
8. Sample Job Publications Created
9. Administrative Assistant 3 Class Spec
10. Administrative Assistant 4 Class Spec
11. Human Resource Consultant 1 Class Spec
12. Human Resource Consultant 2 Class Spec
13. Position Description Form – Dated 4/25/2008 – sent via email 9/08
14. September 17, 2008 email from Gladys Leach re: not reallocating to positions affected by hiring freeze without DOP approval.
15. Position Description Form – Dated 8/29/2008.

D. September 8-12, 2008 email chain between parties discussing exhibits

E. Exhibits requested by DOP investigator:

1. June 8, 2009 e-mail from Pam Pelton with attached organizational chart for ADSA Home & Community Services Administration.
2. June 10, 2009 e-mail from Pam Pelton with attached organizational chart for the Assistant Secretary-ADSA office.