



STATE OF WASHINGTON
OFFICE OF FINANCIAL MANAGEMENT
STATE HUMAN RESOURCES | DIRECTOR'S REVIEW PROGRAM
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March 4, 2015

TO: Ana Liza Ambion

FROM: Holly Platz, SPHR
Director's Review Program Investigator

SUBJECT: Ana Liza Ambion v. Seattle Community College (SCC)
Allocation Review Request ALLO-14-083

The Director's review of SCC's allocation determination of your position has been completed. The review was based on written documentation provided by you and by SCC. A list of the documents reviewed is attached.

As the Director's Review Investigator, I carefully considered all of the documentation submitted by you and by SCC in this matter. In addition, I considered the guidance provided in Personnel Resources Board appeal decisions. Based on my review and analysis of your assigned duties and responsibilities, I conclude your position is properly allocated to the Administrative Assistant 3 classification.

Background

On October 31, 2013, SCC Central Campus Human Resource office (HR) received a Position Questionnaire (PQ), asking that your Administrative Assistant 3 (AA3) position be reallocated to the Fiscal Analyst 2 (FA2) classification. The PQ indicates that the request for review was initiated by you and Michael Pham. The PQ was completed by you and your supervisor Jeff West, Director of Continuing Education. In addition, the reallocation request was supported by the Vice President of Administrative Services. (Exhibits A-3 and B-1)

On November 5, 2013, HR produced a document addressing the request for reallocation and recommending that the request be denied. (Exhibits A-3 and B-2)

In your letter requesting a Director's review, you indicate that you met with HR to discuss the reallocation of your position on December 20, 2013. (Exhibit A-2) It appears your meeting with HR was after the November 5, 2013 document was produced. Yet you were not provided a copy of the recommendation at this time. It appears that subsequently, Stephanie Delaney Associate Director of Distance Learning withdrew the reallocation request pending reorganization of the department.

A copy of the November 5, 2013 document recommending denial of the reallocation request was hand delivered to you by Ms. Delaney on July 21, 2014. On August 11, 2014, the State Human Resources office received your request for a Director's review of SCC's allocation determination. (Exhibit A-1)

This position review was based on the work performed during the six-month period prior to October 31, 2013, the date SCC HR received the request for reallocation of your position review.

Duties and Responsibilities

At the time of the reallocation request, your position was assigned to the Center for Extended Learning. When the dean of the Office of Continuing and Professional Education retired, the department was reorganized and you reported to Mr. West. In the PQ, Mr. West explained that you brought your fiscal duties with you and in addition, you were assuming budgeting duties for all of continuing education. He indicated that you are considered the fiscal specialist for all of the department's operations.

In your PQ, you indicated that your position provides 100% operation and office support for Continuing and Community Education. Your major job duties are described in the PQ as follows:

- 35% Coordination of programs
 Register students/drop and complete registration process, keep track of classes.
- 40% Budget
 Managing revenues and expenses, inputting and reconciliation, tracking and planning.
- 25% Personnel/Instructors
 Processing personnel/instructors pay and hiring documents and file.

On page 2 of PQ, you describe the work you do that you believe is outside of the AA3 classification. You indicate that you perform

[A]ll fiscal duties and responsibilities for Continuing and Community Education but not limited to budget reports, budget monitoring and reconciliation and budget analysis including preparing Fiscal Year end reports and projections/planning for upcoming year. Also responsible for day to day processing of all documents such as contracts billing/invoicing, purchases and purchase requisitions, invoice vouchers and IDC's and payroll for all employees and instructors. Provides support to students.

On page 6 of PQ you further explain that:

" . . . I am now responsible for managing all fiscal responsibilities for both Continuing and Community Education, managing revenues and expenses including reconciliation, responsible for all instructors payroll, contracts, purchase requisitions, invoicing and IDC and keeping track of credit and non-credit classes and certificate programs. At the same time managing the Continuing Education window and phone to accommodate students inquiry about classes, processing registrations and payments and inputting them on the HP and Campus CE system. Assigned to manage Continuing Education and Community Education Outlook email account for inquiries."

Summary of Ms. Ambion's Perspective

In addition to the information in your PQ discussed above, you argue that you are responsible for all budgeting issues for the department including developing budget projections, writing reports, trouble shooting and performing all fiscal related duties. On page 5 of your PQ you indicate that the most difficult part of your job is "[b]eing the window person assisting walk-in registration, phone registrations and doing my fiscal and office/day to day work at the same time." You also indicate that in addition to your former AA3 duties, you are now assigned worked responsibilities formerly performed by two program coordinators.

Summary of SCC's Reasoning

SCC explains that your position provides office support and that your duties include preparing budget reports, monitoring and preparing year-end fiscal reports and day-to-day processing of contracts, billing/invoices and purchase requisition documents. SCC further explains that your position manages the day-to-day office operation including supporting the front desk, making equipment purchases, preparing reports or grant proposals, participating in budget preparation, developing budget estimates, monitoring budget status and expenditures, and evaluating costs and/or approving purchases for expenditures such as equipment and supplies.

SCC recognizes that your work has fiscal elements and that your work has increased in volume. However, SCC asserts that the majority of your work remains within the AA3 class.

Rationale for Director's 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. Liddle-Stamper v. Washington State University, PAB Case No. 3722-A2 (1994).

Comparison to the Relevant Class Specifications

The Personnel Resources Board (PRB) has determined that the following standards, in descending order, are the primary considerations in allocating positions:

- Class series concept (if one exists).
- Definition or basic function of the class.
- Distinguishing characteristics of a class.
- Class series concept, definition/basic function, and distinguishing characteristics of other classes in the series in question.

Byrnes v. Dep't of Corrections, PRB Case No. R-ALLO-09-038 (2010).

While examples of typical work identified in a class specification do not form the basis for an allocation, they lend support to the work envisioned within a classification.

The Class Series Concept for the Fiscal Analyst class states, in part:

Positions in this occupational group conduct a variety of financial reviews and analysis of fiscal, grants, contracts or other financial data in accordance with Generally Accepted Accounting Principles (GAAP).

These are professional positions which analyze and interpret what the fiscal information means to draw conclusions and trends based upon that data. Positions determine ... the relationship between fiscal variables by generating items, choosing analysis, translating, or explaining their results and taking appropriate action based upon the analysis and interpretation of the financial data.

The majority of work assigned to professional positions does not involve verifying the accuracy of the fiscal data or the routine collection, reviewing and posting of fiscal record keeping tasks according to established procedures as contained in the office, fiscal or budget support group.

...

The duties performed by your position do not rise to the level of work encompassed in the Class Series Concept for the Fiscal Analyst series. Based on your description of your work, your position does not analyze and interpret what the fiscal information means to draw conclusions and trends based upon that data or determine the relationship between fiscal variables by generating items, choosing analysis, translating or explaining results and taking appropriate action based upon the analysis and interpretation of the financial data. Your position does not fit within the Fiscal Analyst class series.

Although your position does not fit within this series, I considered the Definition for the Fiscal Analyst 2 classification. The definition states:

This is the journey, occupational or working level of the series. Positions work independently under general supervision within their area of responsibility. Positions can perform general or specialized fiscal duties in a wide variety of financial areas including accounting, contracts, grants, or other financial review work for a state agency. Positions may also assist with the implementation and operation of cash flow, cash management or investment programs.

A portion of your work could fit within this definition; however, the fiscal duties described in your PQ do not represent a majority of your work. In addition, your position does not fit with the concept for this series. The FA2 classification is not the best fit for the majority of the overall duties and responsibilities assigned to your position.

The Administrative Assistant class series does not contain a class series concept. Therefore, the first allocating criterion is the class definition followed by the distinguishing characteristics.

The AA3 definition 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."

The distinguishing characteristics of the AA3 classification 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.

The definition and distinguishing characteristics for the AA3 class fully encompass the duties and responsibilities of your position. This class includes budget development and/or management, expenditure control, equipment purchases, public relations, personnel administration, records management and report preparation. Your position assists in developing the budget, manages budget activities and contracts, conducts invoicing, billing and purchasing, processes payroll and hiring documents, has extensive contact with students in support of the registration process, manages records and produces reports.

While not allocating criteria, the AA3 typical work statements describe the varied duties assigned to your position and the majority of your work as follows:

- Evaluates costs and/or approves purchases for expenditures such as equipment, supplies, and furniture; develops cost estimates for equipment needs, space renovations, and projects.
- Participates in budget preparation; develops budget estimates; monitors budget status and expenditures.
- Assists in devising unit standards/procedures to ensure adherence to policies regarding tasks such as budgeting, purchasing, and contract administration.
- Prepares reports, budget, contract, or grant proposals.
- Coordinates with other departmental staff members on administrative practices and procedures.
- Coordinates personnel issues such as recruitment, selection, appointment, and promotion.
- . . . coordinates office operations; . . . screens calls and visitors.

The Personnel Resources Board has determined that 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. Dudley v. Dept. of Labor and Industries, PRB Case No. R-ALLO-07-007 (2007).

In addition, the Personnel Appeals Board (predecessor to the Personnel Resources Board) has stated that, positions are to be allocated to the class which best describes the majority of the work assignment. Ramos v DOP, PAB Case No. A85-18 (1985).

A position's allocation does not diminish the importance or quality of work performed and is not a reflection of an employee's dedication or performance. Rather, an allocation is based on the majority of work assigned to a position. The overall duties and responsibilities assigned to your position are best described by the Administrative Assistant 3 classification.

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 (PRB) is P.O. Box 40911, Olympia, Washington, 98504-0911. The PRB Office is located on the 3rd floor of the Raad Building, 128 10th Avenue SW, Olympia, Washington. The main telephone number is (360) 407-4101, and the fax number is (360) 586-4694.

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

c: Inti Tapia, WFSE
Kathryn Woodley, SCCC

Enclosure: List of Exhibits

ANA LIZA AMBION v SCC
ALLO-14-083

A. Ana Liza Ambion Exhibits

1. Request for Directors Review
2. Letter from Ana Ambion: Reallocation
3. SCC Position Questionnaire for Classified Position
4. Position Audit letter from Hr/Nickie Khai

B. Seattle Community College Exhibits

1. Position Questionnaire
2. November 5, 2013 SCC allocation determination letter
3. Class Specifications considered

C. Class Specifications

1. Fiscal Analyst 1
2. Fiscal Analyst 2
3. Administrative Assistant 3