



**STATE OF WASHINGTON**  
**OFFICE OF FINANCIAL MANAGEMENT**

STATE HUMAN RESOURCES | DIRECTOR'S REVIEW PROGRAM  
P.O. Box 40911 · Olympia, WA 98504-0911 · (360) 407-4101 · FAX (360) 586-4694

December 15, 2015

TO: Kristie Wilson  
Acting Rules and Appeals Program Manager

FROM: Kris Brophy  
Director's Review Program Investigator

SUBJECT: Roberta Riggs v. Department of Corrections (DOC)  
Allocation Review Request ALLO-15-001

This position review was based on the work performed for the 12-month period prior to August 29, 2014, the date DOC Human Resources (DOC HR) received Ms. Riggs' request for a position review. Based on my review and analysis of the written documentation submitted for review regarding Ms. Riggs' assigned duties and responsibilities, I conclude her position is properly allocated to the Administrative Assistant 2 (AA 2) classification.

### **Background**

On August 29, 2014, DOC HR received an updated Position Description Form (PDF) from Ms. Riggs, requesting that her AA 2 position be reallocated to the Corrections Specialist 1 (CS 1) class. (Exhibit B-2)

DOC HR notified Ms. Riggs on December 10, 2014, that her position was properly allocated to the AA 2 class. (Exhibit B-1)

On January 8, 2015, OFM State Human Resources received Ms. Riggs's request for a Director's review of DOC's allocation determination. (Exhibit A-1)

A Director's review conference was scheduled for October 27, 2015; however, Ms. Riggs was unable to proceed with the conference due to workload issues that day. As a result she requested the Director's review be completed based upon a review of the written record.

On November 18, 2015, Ms. Rozanne Stewart, Human Resource Consultant, DOC, submitted a final argument for consideration regarding Ms. Riggs' request for a written review. This information has been incorporated into the file and added to the record as an exhibit.

### **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).

### **Duties and Responsibilities**

Ms. Riggs serves as the lead assistant to Ms. Sharon Carroll-Nilson, Roster Manager for the Washington State Penitentiary (WSP). Ms. Riggs' position has primary responsibility for producing daily rosters for more than 650 custody staff positions. This includes establishing work, leave, training and other related staffing schedules. As the lead assistant, Ms. Riggs assists in facilitating 24/7 management of the WSP's custody staffing plan.

Her primary work activities include operating a highly-complex computer system to produce the daily rosters. She verifies that each custody position has the correct coverage in order to provide the Shift Commanders with the resources needed for institution security and supervision of Correctional staff and the inmate population on a daily basis. She also coordinates with the Training Office and with Performance Development staff in scheduling custody staff training. Ms. Riggs also fills in for the Roster Manager in her absence.

The updated Position Description form (PDF) (Exhibit B-2) submitted for her position describes Ms. Riggs' duties as follows:

#### **30% Duty**

Operates a highly complex computer system to produce daily rosters, reflecting the schedules, leave, extra posts, and relief for more than 650 Custody positions seven days a week, 24 hours a day. Verifies that each position has the correct coverage in order to provide the Shift Commanders with the resources needed for institution security and supervision of Correctional staff and the inmate population on a daily basis. Info feeds directly into the payroll system.

#### **Tasks**

- Reviews, analyzes and processes data in ATLAS software program, which reflects all scheduled authorized absences for Custody personnel, including vacation, sick leave, training, personal holidays, contract days, civil leave, military leave, FML, shift exchanges etc. This entails processing hundreds of electronic leave requests per month; dispersing daily electronic leave requests to appropriate public file folders for processing; evaluating for accuracy, leave availability and available relief in accordance with the Department Custody Staffing Model.
- Approves and denies leave slips for Custody staff per the CBA and Policy, thereby controlling Custody overtime.
- Assigns relief staff holiday off, based on seniority, when there are insufficient relief assignments on the holidays.
- Plans and prioritizes work to meet deadlines. Updates the database on a daily basis to reflect ongoing changes. Provides relief schedules and updates to designated staff.
- Processes and reconciles overtime and follow-up data and events into the ATLAS database to reflect the daily Shift operations. This data feeds directly into the Payroll system, affecting staff pay and leave. Reconciles ATLAS reports to source documents. Confers with payroll to resolve time, leave and

attendance variations.

- Coordinates with Human Resources on verifications of employee assignments, employee extended absences and L&I information.
- Schedules annual vacations, in accordance with the Collective Bargaining Agreement and established relief factors, for sergeants and lieutenants.
- Maintains and distributes inverse seniority list by shift and job class, which is used to determine mandatory overtime.
- Responds to questions and interprets policy for Custody staff on a walk-in basis or via telephone or e-mail concerning leave, pay, training, leave scheduling processes and assignment changes.
- Responds to inquiries from other departments involving Roster Management procedures or Department policy/regulations. Commonly refers to Collective Bargaining Agreement for verification.

25% **Duty**

On behalf of the Roster Office, this position coordinates with the Training Office and with Performance Development staff, the scheduling of custody staff training, in-service instructors and CORE instructors. This [is] done with an emphasis on cost-effectiveness within available relief factors.

**Tasks**

- Schedules Custody staff and instructors for annual in-service training to include weapons qualifications, control tactics, emergency response, first-aid and performance-enhancing training and/or workshops.
- Reviews with Training Office the availability of qualified staff to instruct at annual in-service training as well as instructing other specialized training courses.
- Confers with the Performance Development staff, to facilitate qualified instructors for Correctional Worker CORE.
- Determines number of staff to attend training each day, according to relief factor, and assigns relief staff.
- Communicates with special teams to accurately compensate staff who participates in team try-outs.
- All data is reconciled and tracked in ATLAS for staff payment.
- Authorizes assignment pay as requested by Performance Development and for the Training staff when HRCA is absent.

20% **Duty**

This position is the lead assistant for the Roster Manager at the WSP, requiring very little supervision and filling in for the Roster Manager when absent.

**Tasks**

- In the absence of the Roster Manager, this position:
  - Completes assignment changes;
  - Makes decisions regarding Custody staff movement;

- Attends Labor-Management meetings;
- Confers with Management regarding confidential issues and modifies ATLAS as required;
- Confers with Human Resources regarding staff modified duty assignments;
- Completes Training Request forms, indicating costs and availability of relief;
- Processes holiday premium pay as appropriate;
- In an emergent situation modifies rosters to meet institution needs and tracks costs;
- Reviews daily rosters and shift summaries completed by Shift Commanders for accuracy;
- Track on-call staff usage;
- Responds to Union and public disclosure requests.
- On an ongoing basis, assists in performing portions of these professional level assignments and projects.
- Has a working knowledge of the Custody Staffing Model, Collective Bargaining Agreement, pertinent WACs, basic Human Resource and payroll procedures, Department of Corrections Roster policies and WSP Operating Memoranda.
- A significant degree of authority requiring discretionary decision-making skills and independent judgement is delegated to this position.

20% **Duty**

Perform lead worker duties in the Roster Office.

**Tasks**

- Monitors work and provides direction to the Administrative Assistant 2 in completion of Roster tasks. Suggests plans to ensure work meets daily requirements. Facilitates technical assistance as needed to other ATLAS users. This may include correction of ATLAS errors; explaining ATLAS processes; demonstrating how to complete computer functions.

5% **Duty**

Assists with Roster record-keeping and other duties as assigned.

**Tasks**

- Maintain shift rosters, shift summaries and related support information for documentation of staff payment.
- Maintains and streamlines database record keeping and files for efficiency.
- Archives rosters and related documents per Department policy.
- Assists in development and implementation of new electronic systems.
- Performs and coordinates other duties as requested.

Ms. Riggs did not complete a PRR during the DOC HR position review process. However, she did submit a completed PRR describing her job duties to State HR for the Director's review process.

Ms. Riggs expressed concern in her letter of appeal that the reallocation review was conducted by DOC without completion of the PRR form.

However, Ms. Stewart provides the following response in Exhibit B-8:

The HR Classification Unit at the Department of Corrections Headquarters received the Position Description marked for reallocation on September 29, 2014. Article 31.2 of the 2013-2015 Teamsters Collective Bargaining Agreement regarding Position Review states in part, as follows:

"An individual employee who believes that the duties of his/her position have changed, or that his/her position is improperly classified may request a review according to the following procedure:

- A. The employee and/or the employee's immediate supervisor will complete and sign the appropriate form.
- B. The supervisor will then send the completed form to the Local Human Resources Office. The Local Human Resources Office will review the completed form. A decision regarding appropriate classification will then be made by the Agency."

Per DOC Policy 820.200 Position Management, employee initiated reallocation requests are to be submitted on the Position Review Request (PRR) form DOC 03-417. This policy and the form are available to all staff on the DOC intranet Policies and Forms pages.

On October 13, 2014, Tina Cooley, Manager of HR Class, Pay & HRIS Unit provided notification via email to Max Carrera in the WSP Human Resources Office that employee initiated reallocation requests are to be submitted on the Position Review Request form DOC 03-417. She also notified him that rather than holding up the process, she would accept the Position Description that was submitted.

On November 10, 2014, Ms. Cooley sent another email to Mr. Carrera, asking if he had a chance to get the additional information that she requested. On the same date, Mr. Carrera responded that he spoke with the employee and supervisor during the prior week, they are working on the PRR and they said that they would provide it to him "shortly."

A request to withdraw the PD submitted for reallocation was never received by Ms. Cooley or the HR Classification Unit, nor was a PRR received. Therefore, she proceeded with the allocation review using the PD that was submitted.

On December 9, 2014, Ms. Cooley made a determination regarding the appropriate allocation level of the position based on the Position Description that was initially submitted. Formal notification regarding the allocation determination was provided to Ms. Riggs on December 10, 2014.

Ms. Riggs included a completed Position Review Request form (Exhibit A2), along with her letter, dated January 7, 2015 (Exhibit A1), requesting review of the allocation decision by the State HR Director.

...

Although, the Position Review Request has not been formally submitted within the agency, it has been reviewed in comparison to the Position Description that was formally submitted for reallocation. Some of the percentages of time spent on job duties are different. However, the job duties listed on the Position Review Request are consistent with the assigned work activities listed on the Position Description originally submitted for reallocation (Exhibit A2).

Ms. Riggs describes her duties in the PRR as follows:

Ms. Riggs states in the Position Purpose:

My position is the lead assistant for the Roster Manager, facilitating 24/7 management of the WSP's custody staffing plan. Using independent judgement that impacts the Custody overtime budget, this position operates a highly complex computer system to produce daily rosters, reflecting work schedules, leave, training, extra posts, and relief for more than 650 WSP Custody staff positions. I explain to employees policies, procedures and Collective Bargaining Agreement portions that affect their payroll and leave. I coordinate with Payroll, analyzing and correcting discrepancies in pay and leave. To control Custody expenditures and ensure staff compliance, I coordinate with Training staff to schedule Custody staff in a cost-effective manner for attendance at annual in-service training, including participants, instructors and relief staff. In the absence of the roster Manager, this position performs portions of professional level assignments related to staffing, relief, assignment changes and leave.

Ms. Riggs describes her major job duties as follows:

**30% Duty**

Develops daily rosters through the use of a highly complex computer system, reflecting the schedules, leave, extra posts, and relief for more than 650 Custody positions seven days a week, 24 hours a day. Verifies that each position has the correct coverage in order to provide the Shift Commanders with the resources needed for institution security and supervision of Correctional staff and the inmate population on a daily basis. Info feeds directly into the payroll system. Uses independent decision-making, impacting the Custody overtime budget.

**Tasks**

- Reviews, analyzes and processes data in the ATLAS software program, which reflects all scheduled authorized absences for Custody personnel, including vacation, sick leave, training, personal holidays, contract days, civil leave, military leave, FMLA, shift exchanges, etc. This entails processing hundreds of electronic leave requests per month; dispersing daily electronic leave requests to appropriate public file folders for processing; evaluating for accuracy, leave

availability and available relief in accordance with the Department Custody Staffing Model.

- Approves and denies leave slips for Custody staff per the CBA and Policy, thereby controlling Custody overtime. Assigns relief staff holiday off, based on seniority, when there are insufficient relief assignments on the holidays.
- Plans and prioritizes work to meet deadlines. Updates the database on a daily basis to reflect ongoing changes.
- Provides relief schedules and updates to designated staff. Processes and reconciles overtime and follow-up data and events into the ATLAS database to reflect the daily Shift operations. This data feeds directly into the Payroll system, affecting staff pay and leave.
- Reconciles ATLAS reports to source documents. Confers with the payroll to resolve time, leave and attendance verifications.
- Coordinates with Human Resources on verifications of employee assignments, employee extended absences and L& I information. Schedules annual vacations, in accordance with the Collective Bargaining Agreement and established relief factors, for sergeants and lieutenants. Maintains and distributes inverse seniority list by shift and job class, which is used to determine mandatory overtime.
- Responds to questions and interprets policy for Custody staff on a walk-in basis or via telephone or e-mail concerning leave, pay, training, leave scheduling processes and assignment changes. Responds to inquiries from other departments involving roster Management procedures or Department policy/regulations. Commonly refers to the collective Bargaining Agreement for verification.

30% **Duty**

On behalf of the Roster Office, this position coordinates with the Training Office and with Performance Development staff, the scheduling of custody staff training, in-service instructors, and CORE instructors. This [is] done with an emphasis on cost-effectiveness within available relief factors as well as training compliance factors.

**Tasks**

- Schedules Custody staff and instructors for annual in-service training to include weapons qualifications, control tactics, emergency response, first-aid and performance-enhancing training and/or workshops. Reviews with Training Office the availability of qualified staff to instruct at annual in-service training as well as instructing other specialized training courses. Confers with the Performance Development staff, to facilitate qualified Instructors for Correctional Worker CORE. Determines number of staff to attend training each day, according to the available relief factor and assigns relief staff.
- Communicates with special teams to accurately compensate staff who participates in team try-outs. All data is reconciled and tracked in ATLAS for staff payment. Authorizes assignment pay as requested by Performance development and for the Training staff as needed.

WSP **Duty**  
20%

Performs lead worker duties in the Roster Office.

**Tasks**

- Monitors work and provides direction to the Administrative Assistant 2 in completion of basic Roster Management tasks. Recommends plans and organization of work to ensure daily deadlines are met. Explains Roster Policies and procedures that impact daily work. Monitors work of AA2 and checks for completeness and errors.
- Facilitates technical assistance as needed to other ATLAS users. This may include correction of ATLAS errors; explaining ATLAS processes; demonstrating how to utilize and complete computer functions.

15% **Duty**

This position is the lead assistant for the roster manager at the WSP, requiring very little supervision and filling in for the Roster Manager when absent.

**Tasks**

- In the absence of the Roster manager, this position: completes assignment changes; makes decisions regarding Custody staff movement; attends Labor-Management meetings/negotiations; confers with management regarding confidential issues and modifies ATLAS as required; confers with Human Resources regarding staff modified duty assignments; completes Training Request forms, indicating costs and availability of relief processes holiday premium pay as appropriate; in an emergent situation, modifies rosters to meet institution needs and tracks costs; reviews daily rosters and shift summaries completed by Shift Commanders for accuracy; track on-call staff usage; responds to Union and public disclosure requests.
- On an ongoing basis, assists in performing portions of these professional level assignments and projects. Has a working knowledge of the Custody Staffing Model, Collective Bargaining Agreement, pertinent WACs, basic Human Resource and payroll procedures, Department of Corrections Roster policies, and WSP Operating Memoranda. A significant degree of authority requiring discretionary decision-making skills and independent judgment is delegated to this position.

5% **Duty**

Assists with Roster record management and other duties as assigned.

**Tasks**

- Maintains shift rosters, shift summaries and related support information for documentation of staff payment. Maintains and streamlines database record keeping and files for efficiency.
- Archives rosters and related documents per Department policy. Assists in development and implementation of new electronic systems.



- Performs and coordinates other duties as requested.

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

Ms. Riggs states in the PRR that her position meets the CS 1 class on the basis of the following:

The Corrections Specialist series is a broad-based job class that includes at least eleven different Corrections program areas. One of these is Roster Management. As the lead assistant in the WSP Roster Office, my duties include daily decision-making that affects Custody expenditures and overtime controls. (Note: the WSP monthly Custody overtime is more than \$130,000 per month.) I work independently and make decisions within established Policies as well as the requirements of the Collective Bargaining Agreement. I have delegated authority for decision-making of a substantive nature and am routinely required to interpret and apply rules in the decision-making process. I provide technical assistance and training to other staff and management regarding the Automated Time, Labor and Scheduling (ATLAS) software program and Roster Management to ensure accuracy and prevent payroll errors. ATLAS data feeds directly into HRMS for payroll and leave. I maintain program reports to ensure accountability and tracking of staff leave and pay.

For these reasons Ms. Riggs asserts her position should be reallocated to the CS 1 class.

### **Summary of DOC's reasoning**

DOC asserts that while a portion of Ms. Riggs' work is addressed in the Class Series Concept for the Corrections Specialist series, this series does not address the primary focus of her position and the majority of her duties as a whole, which is to serve in an Administrative Assistant capacity as the lead assistant to WSP's Roster Manager, which includes acting in her supervisor's absence in areas of substance.

In addition, DOC asserts Ms. Riggs's position does not reach the primary allocating factor of the CS 1 class of serving as a manager of a community and citizen involvement program at an institution as required. DOC asserts the scope of Ms. Riggs' position does not include responsibility for acting as a liaison between the community and institution on community involvement issues and volunteer administration.

Further, DOC asserts that there have been no significant changes in responsibilities with respect to Ms. Riggs' duties and that the objective of the position has continued to serve as a primary source of administrative assistance for the Roster Manager; operation of a highly complex computer system; and assisting in performing significant portions of professional level assignments related to staffing, relief, assignment changes and leave, in the absence of the Roster Manager. DOC believes that Ms. Riggs provides primary administrative services support to her supervisor regarding the management of WSP custody staffing plan, including staff, relief, assignment changes and leave.

For these reasons DOC asserts Ms. Riggs's position is properly allocated to the AA 2 class.

### **Comparison of Duties**

When comparing the assignment of work and level of responsibility to the available class specifications, the Class Series Concept (if one exists) followed by the Definition and

Distinguishing Characteristics are primary considerations. 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.

### **Comparison of Duties to the Corrections Specialist series**

The Corrections Specialist series was revised effective August 14, 2015. This included reducing the series from four levels to three and revising the titles and definitions to reflect these changes. However, Ms. Riggs' reallocation request was submitted prior to the implementation of these changes to the class series. Thus, the agency's allocation determination and the class specification descriptions that follow use the class specifications that existed during the time period under review.

The Class Series Concept for the Correctional Specialist series states:

Within the Department of Corrections, is responsible for various correctional programs as assigned, such as community service activities, institutional training, classification and treatment programs, offender grievances, institutional hearings, roster management for major institutions, contracted chemical dependency treatment services, deaf inmate program services, auditing of correctional programs, HQ intelligence and investigations, canine or; administers an investigative/intelligence operation at a major institution. Some positions may supervise lower level staff.

While certain aspects of Ms. Riggs' duties fall within a portion of work described by the Class Series Concept of this series involving, "...various correctional programs as assigned, such as...roster management for major institutions ...", her position does not meet the primary allocating criteria required of this class series.

### **Comparison of Duties to Corrections Specialist 1**

The Definition for this class states:

This is the entry level of the series. In the Department of Corrections, serves as a manager of the department's community and citizen involvement program at an institution with 500 or less registered volunteer staff. Primary responsibility is acting as a liaison between the community and institution on community involvement issues, volunteer administration, which includes volunteer recruitment, providing technical assistance to staff and management on the use of volunteers, providing mandatory training to volunteers, maintaining records for accountability, coordinating projects utilizing community or offender volunteers, and preparing reports.

Ms. Riggs' position does not fall within the scope of work defined by the CS 1 class. Ms. Riggs does not plan, organize, direct or train community-based programs and volunteer staff in support of re-entry programming for an inmate population at a facility. Ms. Riggs' position does not have responsibility for performing tasks in support of these programs such as providing technical assistance to staff and management on the use of volunteers, providing mandatory training to volunteers, maintaining records for accountability, coordinating projects utilizing community or offender volunteers or preparing reports.

Further, the Office of Financial Management - State HR, *Glossary of Classification Terms* provides guidance regarding the nature and scope of work performed at a manager level. The glossary defines "managerial" as follows:

**Managerial** – Plans, coordinates, integrates, executes, controls and evaluates activities and functions of an organization. This includes developing budgets, policies and procedures, service delivery and staff supervision.

While Ms. Riggs performs custody staffing work which is varied and complex, it is better described as administrative rather than managerial in nature. Ms. Riggs' supervisor is responsible for the management and implementation of WSP's facility-wide Custody Roster Management function. Ms. Riggs provides primary administrative services support to her supervisor regarding daily administration of the WSP's custody staffing plan, including staff relief, assignment changes and leave. However, the scope of this work does not require the level of planning, coordination, integration, execution or control over activities and functions of the Roster Office, nor does it require the level of participation in budget planning, development of policies and procedures or the level of managing service delivery functions required of incumbents in this class.

In total, Ms. Riggs' position does not reach the primary allocating requirements of the CS 1 class, nor does her position encompass the scope of managerial work required by the other higher-level classes within the CS series. I concur with DOC's assessment that Ms. Riggs does not have responsibility for managing the Custody Roster Management function for the WSP.

For each of these reasons her position should not be reallocated to the CS 1 class, or other classes within the Corrections Specialist series.

### **Comparison of Duties to Administrative Assistant 2 (AA 2)**

The Definition of the Administrative Assistant 2 classification states:

Provide administrative and staff support services for a section or unit with delegated authority to act in supervisor's absence in areas of substance.

The Distinguishing Characteristics for this class states:

These positions may be distinguished from lower level classes by addition of the delegation of authority to act for or in the regular place of the superior in substantive areas, and/or supervision of some professional or several clerical subordinates and a formal reporting alignment identifying the position as the principal administrative assistant to the superior who is at the first professional supervisory level or above.

Ms. Riggs' position fully aligns with the scope and level of responsibility stated in the Definition and Distinguishing Characteristics of this class. Ms. Riggs performs a variety of daily administrative and staff support services for the Roster Office with delegated authority to act in her supervisor's absence in substantive areas as required.

For example, Ms. Riggs provides primary administrative services support to her supervisor and serves as the lead assistant to the Roster Manager within the Roster Office. This includes having primary responsibility for establishing daily Staff Custody rosters for WSP. Ms. Riggs

assists her supervisor in performing portions of professional level assignments. This includes having delegated authority to act in her supervisor's absence in completing assignment changes, making decisions regarding custody staff movement and in emergent situations modifying rosters to meet institution needs. However, Ms. Riggs' supervisor retains responsibility for the overall management and implementation of the WSP's facility-wide Custody Roster Management system.

In addition, her position closely meets the requirements of the Distinguishing Characteristics of serving as the principal administrative assistant to her supervisor who serves at the first professional supervisory level over Ms. Riggs' position.

Further, although the typical work examples do not form the basis for an allocation, they lend support to the work envisioned within a classification.

The following are examples of the level of work assigned to the AA 2 class, as stated on the class specification:

- Explains and interprets complex rules, policies and operating procedures;
- Performs significant portions of professional level assignments, working with professionals and knowledge of programs;
- Reviews and researches operating procedures and problems; develops solutions and/or recommendations;
- Coordinates work of unit with that of other areas; establishes and maintains schedules and priorities; authorizes exceptions and special processing;

Ms. Riggs functions align and are fully consistent with the typical work statements. For example, Ms. Riggs facilitates the daily administration of WSP's custody staffing plan. Ms. Riggs interprets and explains complex policies, procedures and collective bargaining agreement language to employees regarding their payroll and leave. She coordinates with other departments, including payroll, to analyze and correct discrepancies in pay and leave. She coordinates with other units including training staff, to schedule custody staff in annual in-service and related training activities. This includes scheduling participants, instructors and relief staff. She establishes and maintains daily schedules and authorizes exceptions and special processing for issues arising under her assigned area of responsibility.

In total, Ms. Riggs provides primary administrative assistance to the Roster Manager. Her position exercises delegated authority to act in the supervisor's absence in areas of substance. The focus of her work, as well as the scope, diversity and overall duties and responsibilities are best described by the AA 2 class.

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).

Thus, the overall level, scope and diversity of her assigned duties and responsibilities are more closely in line with the AA 2 class. Ms. Riggs's position should remain allocated to that class.

## **Appeal Rights**

Director's Determination for Roberta Riggs ALLO-15-001

Page 13

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 PO 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: Roberta Riggs, DOC  
Tina Cooley, DOC

Enclosure: List of Exhibits

**ROBERTA RIGGS v DOC**

**ALLO-15-001**

List of Exhibits

A. Roberta Riggs Exhibits

1. Letter requesting Director's Review received January 8, 2015 (3 pages)
2. Position Review Request form dated January 8, 2015 (8 pages)
3. DOC allocation determination letter dated December 10, 2014 (4 pages)
4. Position Description for HRCA2 in Training Department
5. Position Description for FA1 in Timekeeping.
6. Position Description for AA3 at Larch in Roster Management
7. Position Description AA3 Roster Management at MCCW
8. Org chart showing an AA3 under an AA4 at WSP
9. Org Chart showing HRCA2 under Correctional Specialist 3 at WSP. Supervisor is CRS3.

B. DOC Exhibits

1. Allocation determination letter, dated December 10, 2014
2. Position Description requesting reallocation, received by the agency on August 29, 2014
3. Current Position Description on file, signed by incumbents' supervisor November 7, 2006
4. Washington State Penitentiary (WSP) Associate Superintendent Organizational Chart
5. The Supervisor's position description received by the Agency on December 22, 2006
6. Administrative Assistant 2 Class Specification
7. Corrections Specialist 1 Class Specification
8. DOC final written argument submitted November 18, 2015

C. State HR Class Specifications

1. Administrative Assistant 2
2. Corrections Specialist 1