

**STATE OF OHIO  
STATE PERSONNEL BOARD OF REVIEW**

Christine L. Domhoff,

*Appellant.*

v.

Case No. 09-REC-09-0398

Youngstown State University,

*Appellee.*

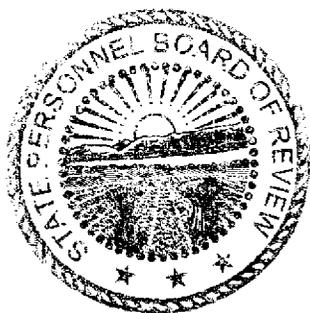
**ORDER**

This matter came on for consideration on the Report and Recommendation of the Administrative Law Judge in the above-captioned appeal.

After a thorough examination of the record and a review of the Report and Recommendation of the Administrative Law Judge, along with any objections to that report which have been timely and properly filed, the Board hereby adopts the Recommendation of the Administrative Law Judge.

Wherefore, it is hereby **ORDERED** that Appellee's determination that Appellant's position was properly reclassified as Administrative Assistant 3, be **AFFIRMED**, pursuant to O.R.C. §§ 124.03 and 124.14.

Lumpe - Aye  
Sfalcin - Aye  
Tillery - Aye

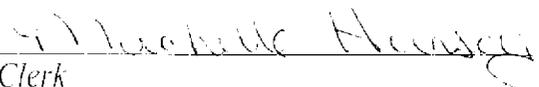


  
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J. Richard Lumpe, *Chairman*

**CERTIFICATION**

The State of Ohio, State Personnel Board of Review, ss:

I, the undersigned clerk of the State Personnel Board of Review, hereby certify that this document and any attachment thereto constitute (the original/a true copy of the original) order or resolution of the State Personnel Board of Review as entered upon the Board's Journal, a copy of which has been forwarded to the parties this date, July 31, 2010.

  
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Michelle Hensgen  
Clerk

**NOTE:** Please see the reverse side of this Order **or** the attachment to this Order for information regarding your appeal rights.

**STATE OF OHIO  
STATE PERSONNEL BOARD OF REVIEW**

CHRISTINE DOMHOFF,

Case No. 2009-REC-09-0398

*Appellant*

v.

May 25, 2010

YOUNGSTOWN STATE UNIVERSITY,

*Appellee.*

JAMES R. SPRAGUE  
*Administrative Law Judge*

**REPORT AND RECOMMENDATION**

To the Honorable State Personnel Board of Review:

This case came to be heard on May 3, 2010. Present at the hearing was Appellant, who was represented by Stanley J. Okusewsky, Attorney at Law. Appellee, Youngstown State University (YSU), was present through its designee, Carol Trube, Manager for Classification and Compensation with YSU. Appellee was represented at hearing by Rema Ina, Assistant Attorney General for the State of Ohio.

This cause comes on due to an appeal timely filed by Appellant on September 4, 2009. That appeal was from a job audit result received on that same day. Appellant's position was classified as an Administrative Assistant 2 prior to the audit; after the audit, Appellant's position was reclassified to an Administrative Assistant 3. Appellant believes her position is more properly reclassified as an Administrative Assistant 4.

Jurisdiction over the subject matter of this appeal was established pursuant to R.C. 124.03 and R.C. 124.14.

**CONSOLIDATED STATEMENT OF THE CASE AND FINDINGS OF FACT**

At hearing, three witnesses testified: **Christine Domhoff, Appellant**, whose current classification is Administrative Assistant 3; **Jeanne Herman**, YSU's current Registrar; and **Carol Trube**, Manager for Classification and Compensation with YSU, who is the employee who made the decision to reclassify Appellant as an Administrative Assistant 3.

First to testify was **Christine Domhoff, Appellant**. Ms. Domhoff testified that she currently supervises five to six individuals in her current position. These individuals are Data Entry Operators who assist students with scheduling and withdrawing from YSU. When Ms. Domhoff first began at her current position, she was assigned Assistant Registrar duties including the following: running reports; receiving grades; performing registration functions; and interfacing.

She offered that her duties break down as follows: 50 percent of her time is spent overseeing the Registration Lab where students go to alter their schedules or withdraw from YSU; 20 percent is spent preparing ID's for students, faculty, and staff; and 30 percent is spent working with YSU's scheduling program, attempting to better utilize space at YSU, working with the logistics of scheduling classes, and giving presentation at orientation and registration.

Ms. Domhoff also relieves her supervisor, the Registrar, on many occasions. For example, if a sudden fire or flood occurs on campus, Ms. Domhoff is responsible for speaking with police, firefighters, and YSU facilities in an effort to find a suitable replacement area for any classes affected by the fire or flood. She is also charged with making sure there is enough chairspace in a classroom for students. She has promulgated at least one policy at YSU—the Temporary ID Policy.

Ms. Domhoff also evaluates the employees under her, gives initial approval of their sick leave, does all their scheduling, and provides discipline recommendations. She also corrects scheduling problems, works to accommodate students and faculty with disabilities, and relocates classes when appropriate.

Ms. Domhoff is only responsible for the Registration Lab's budget. She does not oversee the maintenance of student records. Likewise, she does not administer the database. If the Registrar is absent, Ms. Domhoff is not her immediate replacement. When Ms. Domhoff is absent from work due to her union

obligations, an Administrative Assistant 2 assumes some of her functions, excluding those functions dealing with supervision or policy changing. None of the presentations Ms. Domhoff gives are outside the YSU campus. Ms. Domhoff does not conduct staff meetings.

Next to testify was **Jeanne Herman**, YSU's Registrar and the Appellant's immediate supervisor. Ms. Herman testified that Appellant does not have the final say in the registration budget, only the budget for the Registration Lab specifically. The Registrar also indicated that Ms. Domhoff is also responsible for the class schedule. Ms. Domhoff does not relieve Ms. Herman of difficult administrative duties and only formulates policy for classroom scheduling and ID cards. Ms. Domhoff also does not train or hire new employees, but she does have input into the hiring and training of employees that Ms. Domhoff supervises directly. Ms. Domhoff did communicate with different departments when implementing several Registrar policies.

Last to testify was **Carol Trube**, YSU's Manager for Classification and Compensation and its designee at hearing. Ms. Trube was the person responsible for reclassifying Appellant as an Administrative Assistant 3. Ms. Trube is also the person who chose not to further upgrade Appellant's position to an Administrative Assistant 4 during the job audit process.

Ms. Trube explained her rationale by noting that Ms. Domhoff oversaw only one area, the Registration Lab, and promulgated only one policy, the ID policy. She acknowledged Ms. Domhoff performed greater than routine duties, and this was the reason Ms. Domhoff's position was reclassified upward from an Administrative Assistant 2 to an Administrative Assistant 3. Mainly, Ms. Trube focused on her belief that Ms. Domhoff mostly maintained policies, she did not *create* policies.

Further, Ms. Domhoff has a designated back-up (an Administrative Assistant 2), which is unique among YSU employees. Ms. Trube also opined that Ms. Domhoff is not Registrar Herman's direct back-up in the case of Herman's absence. She noted that, if Ms. Herman is absent, Richard Sweany (an Administrative Assistant 4 who, Ms. Trube stated, performs a wider array of duties than Ms. Domhoff) assumes Ms. Herman's duties.

Based on the testimony presented and evidence admitted at hearing, I make the following Findings:

First, I note that I incorporate, herein, any find set forth, above, whether express or implied.

Next I find that Appellant spends half of her overall time overseeing the Registration Lab at YSU. This included managing the budget, overseeing staff (including student workers), and making recommendations for discipline and leave time for her staff. Next, Appellant was involved in one policy initiative—the New Student ID Policy. The remainder of Appellant’s time is spent conducting on-campus presentations, managing scheduling logistics (class size, class location, dealing with emergencies), and utilizing the space at YSU in the manner most effective.

### **CONCLUSIONS OF LAW**

This case presents this Board with the question of whether Appellant’s position with Youngstown State University should remain classified as an Administrative Assistant 3 or should be upgraded to an Administrative Assistant 4. Based on the findings set forth, above, and for the reasons set forth, below, this Board should find that Appellant’s position was properly classified as Administrative Assistant 3.

The following duties are included in the Administrative Assistant 4 class specifications and are not performed by Appellant: conducting staff meetings; reviewing proposals of division heads and other staff members; assuming full responsibility in the absence of the administrator; planning, directing, and appraising the work of the administrator’s office staff; formulating program policy; analyzing and evaluating programs; coordinating and monitoring personnel and fiscal services of the administrative unit; and representing the administrator at meetings and conferences.

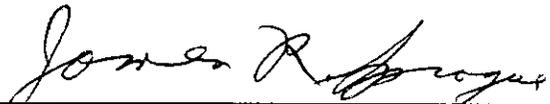
Evidence presented at hearing demonstrates that Appellant was only involved in formulating one policy—the New ID Policy. This appears to be more of an anomaly than a regular practice of assigning Appellant to formulate policy. In addition, she appears to be in charge of only one area of Registration—the

Lab. The majority of her time is spent enforcing policies rather than formulating them.

Given that Appellant's area of authority is confined to the Registration Lab, we should not conclude that she enjoys the level of supervisory authority normally understood under the Administrative Assistant 4 classification. In addition, Appellant's promulgation of policies has not risen to the requisite level of frequency to show that this function is one of Appellant's regularly performed job duties. Taken together, then, Appellant functions in a highly valued but more support role than is intended in the class specifications of the Administrative Assistant 4.

#### **RECOMMENDATION**

Therefore, I respectfully **RECOMMEND** that the State Personnel Board of Review **AFFIRM** the Comprehensive Position Questionnaire determination of Youngstown State University that Appellant's position was properly reclassified as Administrative Assistant 3, pursuant to R.C. 124.03 and R.C. 124.14.

  
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JAMES R. SPRAGUE  
*Administrative Law Judge*

JRS: