

STATE OF OHIO  
STATE PERSONNEL BOARD OF REVIEW

AMANDA E. SWEENEY,

*Appellant,*

v.

Case Nos. 11-REC-08-0265  
11-RED-08-0266

DEPARTMENTT OF ADMINISTRATIVE SERVICES,

*Appellee*

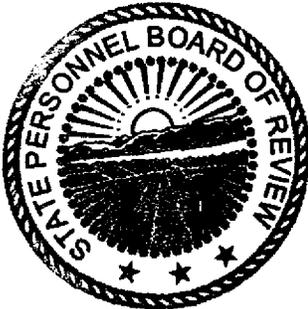
**ORDER**

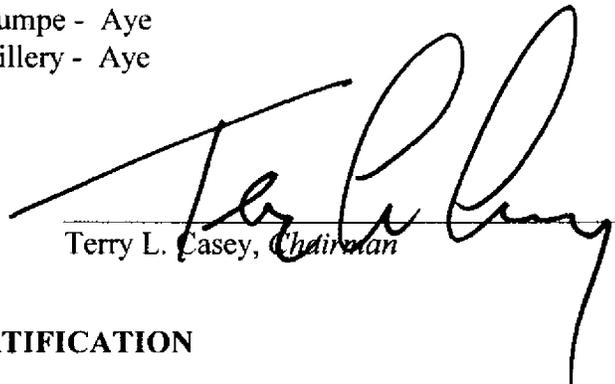
These matters came on for consideration on the Report and Recommendation of the Administrative Law Judge in the above-captioned appeals.

After a thorough examination of the entirety of the records, including 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 reclassification of Appellant to Fiscal Specialist 2, Class Number 66532, is **AFFIRMED**.

Casey - Aye  
Lumpe - Aye  
Tillery - Aye

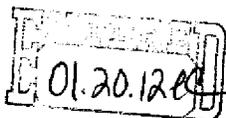


  
Terry L. Casey, *Chairman*

**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 constitutes ~~(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, January 20, 2012.



  
Erin E. Conn  
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**

AMANDA E. SWEENEY,

*Appellant,*

v.

DEPT OF ADMINISTRATIVE SERVICES,

*Appellee.*

Case Nos. 11-REC-08-0265  
and 11-RED-08-0266

November 30, 2011

BETH A. JEWELL  
*Administrative Law Judge*

**REPORT AND RECOMMENDATION**

To the Honorable State Personnel Board of Review:

This cause came on due to Appellant's July 19, 2011 appeal of her reclassification of her position of employment with Appellee to Fiscal Specialist 2, Class Number 66532. A record hearing was held on October 25, 2011. Appellant was present at the record hearing and represented herself. Appellee was present at record hearing through its designee, Bobbi Lind, Senior Human Capital Management Analyst; and was represented by Julie B. Smith, Assistant Ohio Attorney General.

**STATEMENT OF THE CASE**

Three witnesses testified at the hearing: Appellant; her supervisor, Thomas Michael; and Ms. Lind. References to Appellant's and Appellee's Exhibits in the record are indicated parenthetically below. The testimony and exhibits form the basis for the following Findings of Fact.

**FINDINGS OF FACT**

Appellant has been employed by Appellee for 25 years. Her current position is located within the General Services Division (GSD), in the Business Office. Appellant's work location is 4200 Surface Road, Columbus, Ohio. Before her reclassification, Appellant was classified as an Administrative Assistant (AA) 2, Class Number 63122. Appellant's job duties involve overseeing and processing purchasing and payables documents for six building units within GSD. Appellant handled payables as a team lead, working with a Fiscal Specialist 1 and an Account Clerk 3. In March 2010, the Fiscal Specialist 1 and the Account Clerk 3 positions

were moved to Ohio Shared Services (OSS) when the vouchering process was transferred there. The GSD Business Office continued to handle the paperwork necessary to ready the vouchers for transmittal to OSS for payment. A Management Analyst Supervisor 1 position was also moved to OSS in March 2010; thereafter, Appellant took on the additional job duty of auditing the vouchering process.

On a typical workday, Appellant receives and reviews bills and purchase orders for her six assigned units. Appellant reviews reports for payment discrepancies and works to resolve issues as needed. Appellant works with a Fiscal Specialist 1, Joan Johnson. Ms. Johnson completes the paperwork for the approved vouchers and purchase orders for transmittal to OSS. Appellant assigns and checks Ms. Johnson's work. Appellant indicated on her Job Audit Questionnaire that she is a lead worker over Ms. Johnson; Appellant concedes, however, that she does not supervise Ms. Johnson or any other employee. Appellant prepares weekly and monthly cash, purchase order, and disbursement reports. She tracks, but does not prepare, budgets. Appellant's previous supervisor, Joe McKelvey, retired in December 2010. Mr. McKelvey was a Fiscal Officer 2. Appellant took on Mr. McKelvey's purchasing manager job duties upon his retirement. She recommends approval of purchase orders, subject to her supervisor's final approval. Appellant initiates purchase orders, researches purchasing contracts to ensure compliance with DAS terms and conditions, and checks requisitions for accuracy. (Appellant's Exhs. 1, 2; Appellee Exh. 6)

At the time that her job duties changed, David Chovan of GSD Human Resources informed Appellant that he would be requesting that her position be reclassified to reflect her additional duties. After several months passed without anything happening, Appellant requested her own job audit. Thereafter, the reclassification process proceeded on two separate tracks. DAS' Office of Employee Services handled GSD's reclassification request, while Appellant's self-initiated job audit was assigned to a Senior Human Capital Management Analyst. These separate processes resulted in Appellant receiving separate notifications of reclassification: initially, Appellant was informed via a May 18, 2011 email from Mr. Chovan that she had been reclassified as an AA 3 effective May 8, 2011. Thereafter, on June 11, 2011, Appellant received a letter from DAS Director Robert Blair dated June 6, 2011, that she had been reclassified, as a result of a job audit, from AA 3 to Fiscal Specialist 2 effective April 24, 2011. Because she understood her classification prior to May 8, 2011, to be that of AA 2 rather than AA 3, Appellant

requested clarification of the June 6, 2011 letter. Appellant was notified on July 5, 2011, by telephone and email from Allison Shaeffer of DAS, and subsequently by letter dated July 5, 2011, that her classification change to AA 3 would be rescinded and that she would be reclassified as a Fiscal Specialist 2 effective April 24, 2011. Thereafter, on July 19, 2011, Appellant filed this appeal.

Appellant's current supervisor, Thomas Michael, is a Fiscal Officer 3. His working position title is Business Operations Manager, GSD. Mr. Michael has supervised Appellant since January 1, 2011. Mr. Michael also supervises Steve Jones, a Management Analyst Supervisor 1; and a part-time Account Clerk 1, Jesse Scott. Mr. Jones supervises Fiscal Specialist 1 Johnson. (Appellee's Exh. 4)

Bobbi Lind is the Senior Human Capital Management Analyst who conducted Appellant's job audit and prepared her job audit report. Ms. Lind found that Appellant's job duties are consistent with those of the Fiscal Specialist 2 classification, consisting of fiscal activities including purchasing, invoicing, and reviewing documents for completion and correction. Appellant had requested the classification of Fiscal Officer 1; however, Ms. Lind found that Appellant does not supervise any employees, while supervision is required under the class specification for Fiscal Officer 1. (Appellee Exhs. 3, 6, 7)

### **CONCLUSIONS OF LAW**

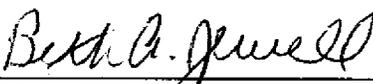
Appellee raised the threshold issue that Appellant's appeal of her reclassification is time-barred. Appellee argues that Appellant received the June 6, 2011 letter notifying her of her reclassification to Fiscal Specialist 2 by certified mail on June 11, 2011. Appellant's appeal was not filed until July 19, 2011, more than thirty calendar days following notification. Appellant asserts, however, that the proper date to begin calculating the time period for her appeal is July 5, 2011, when she received clarification of the position from which she would be reclassified and the effective date. Because of the confusion created by the two parallel tracks of review of Appellant's appropriate classification, it is recommended that this Board find that Appellant's appeal time began to run on July 5, 2011, when she received clarification, and not from June 6, 2011. Therefore, it is recommended that this Board find that Appellant's appeal is timely and ripe for review on the merits.

A review of all evidence and testimony presented reveals that Appellant is appropriately classified as a Fiscal Specialist 2. Appellant does not dispute the fact

that she does not supervise any positions. Moreover, her duties are consistent with those of the Fiscal Specialist 2 class specification. Ms. Lind's Job Audit Report is concise, well-written, and persuasive. She aptly points out that while the Fiscal Officer 1 class specification contemplates multiple roles, "each one includes the responsibility to supervise staff." (Appellee Exh. 7, p. 1) Ms. Lind went on to consider the classifications of Administrative Assistant 3 and Fiscal Specialist 2 and concluded that Fiscal Specialist 2 is the "most suitable classification" for Appellant's duties:

The primary duties of the position involve researching fiscal/accounting discrepancies and working with vendors and Shared Services to resolve issues. Reports are analyzed to determine items of concern or things that need action taken. The incumbent provides training to fiscal specialists and requisitioners and checks their work in the area of invoice processing....The [Fiscal Specialist 2] class concept includes preparation and analysis of financial statements and cost/accounting reports for assigned agency. (Appellee Exh. 7, p. 2)

Therefore, it is respectfully **RECOMMENDED** that the State Personnel Board of Review **AFFIRM** Appellee's reclassification of Appellant to Fiscal Specialist 2, Class Number 66532.

  
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BETH A. JEWELL  
Administrative Law Judge

BAJ: