

**From:** Phelps, Annie L  
**To:** Patterson, Kevin <Kevin.Patterson@SCDMV.net>  
**CC:** Tippit, Debra M <Debra.TippitM@scdmv.net>  
**Date:** 4/28/2005 12:53:52 PM  
**Subject:** RE: Question referred to you

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Kevin,

I don't mind responding again, maybe I wasn't clear when we talked about this on April 8th. After reviewing all of the surveys completed by the Hearing Officers, I made my decision based on the years of experience and level of actual job knowledge (not education background). For this reason, I did not change the pay bands, the band were left as they were. I did make changes to the PD's and you are correct the PD's do read the same. However, there is one exception listed in the HO II position that is not on the HO I position (included in the Job Purpose) "Serves as team lead providing on the job training for hearing officers". If you will note, I took the one statement below regarding training and rolled it into one general statement.

Now remember the pay plan adjustment is just the first step toward building the career path. Once we start establishing the various levels within each pay band, education may be one of the evaluation tools that we use to build the career ladder. Please bear with me, it took us a long time to get to this point and we still have a long way to go. Just because you are in a pay band 4 now, does not mean you will be there indefinitely.

As to what occurred in 2002, I cannot comment on because I was not the administrator at the time. However, I can assure you that no one moves from one band to another within my administration without my knowledge and approval.

I recognize your concern and somewhat confusion, and hope I have provided you with a clearer understanding.

-----Original Message-----

**From:** Patterson, Kevin  
**Sent:** Thursday, April 28, 2005 7:58 AM  
**To:** Phelps, Annie L  
**Cc:** Tippit, Debra M  
**Subject:** FW: Question referred to you  
**Importance:** High

Good morning Annie,

I'm trying to get a clarification for both Debbie and I, and I do not believe that Cheryl is understanding our question. Our pay band 4 and pay band 5 Hearing Officer I and II description states that a college degree is desired with experience in pay band 4, and in pay band 5 it is a requirement. Debbie and I are pay band 4, and the other Hearing Officer's are pay band 5. It's to our knowledge that there may be only 4 Hearing Officer's who have a Bachelors Degree. In September 2002, two (2) Hearing Officers were upgraded to a pay band 5 Hearing Officer II position, thus leaving Debbie and myself alone in pay band 4 as a Hearing Officer I. (I found that paper in my personnel file folder when came to Blythewood on April 8th for that meeting). As indicated in this email, I am speaking for both Debbie and myself. Debbie has full knowledge of what is mentioned here. We are trying to find a definite answer to our question. We have asked this question throughout our chain in other emails, but have not received an answer to the question stated here. Thank you Ms. Phelps, and could our question be addressed why Debbie and I are not in the pay band 5 as a Hearing Officer II. We all (7) Hearing Officers do the same job, nothing different, with the exception of the time employed.

Respectfully,  
Kevin

-----Original Message-----

**From:** Beard, Cheryl F  
**Sent:** Tuesday, April 26, 2005 2:44 PM  
**To:** Patterson, Kevin  
**Subject:** RE:

I have been informed that the difference between the Hearing Officer I and Hearing Office II is that the II's are team leaders. If this needs to be discussed further you will need to contact Annie Phelps. Thanks, Cheryl

*Cheryl Beard, Classification & Compensation Manager  
Office of Human Resources  
803-896-9704  
fax 803-896-9712*

-----Original Message-----

**From:** Patterson, Kevin

**Sent:** Tuesday, April 26, 2005 10:44 AM

**To:** Beard, Cheryl F

**Subject:** RE:

**Importance:** High

Hello Cheryl,

Thanks for replying. What I was mentioning is; that all the Hearing Officers do the same job, and we can all back fill each other at anytime. We all do the same job, it's just the pay band is a 4 and 5. On September 04, 2002, all the Hearing Officers besides Debbie Tippit and myself became a pay band 5. Debbie and I are a pay band 4 with a University College Degree. Some Hearing Officers that were put into a pay band 5 on that date may not have a College Degree. There are only a few Hearing Officers that have a College Degree.

Nancy Black sent Debbie Tippit a copy of her job description and it looks the same as Debbie's, and mine.

We both are looking at Nancy's and its the same wording. Would you like me to fax you a copy of Nancy Blacks and a copy of mine to see what I'm trying to say. Let me know, and I would need your fax number.

Thank you Cheryl.

Respectfully,

Kevin Patterson

-----Original Message-----

**From:** Beard, Cheryl F

**Sent:** Monday, April 25, 2005 2:03 PM

**To:** Patterson, Kevin

**Subject:**

There are several things that are on the Hearing Officer II pd's that I did not see on the Hearing Officer I. Maybe the one you are looking at is an old pd. Here are some examples of what I have on the Hearing Officer II:

Equipment Coordinator responsible for inventorying all equipment utilized by Hearing Officers for Utilization, Functionality, and proposed equipment changes and up-grades.

Acquires knowledge of Legislative changes that affect administrative hearings. Researches law as required and provides topics to the Training Coordinator for on-going training.

Assist training coordinator responsible for coordinating training of new hearing officers. Develops formal training plan to include time frame and course of study. Develops reasonable testing of new hearing officer. Maintains records of training as accomplished and provide topics for on-going training of all hearing officers.

If you have any other questions, please let me know. Thanks and have a great day. Cheryl

*Cheryl Beard, Classification & Compensation Manager*

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