

the duties performed by the appellant were consistent with the definition and examples of work included in the job specification for Clerk 3.

On appeal, the appellant submits an amended resume with updated descriptions for the specific duties and responsibilities that she performs.

In response, the appointing authority takes issues with the details of the tasks that she lists as it finds that her level of duties as stated are exaggerated. It notes that she does not supervise or review the work of any employee. Further, the appointing authority indicates that the appellant does not supervise dispatchers as their division is under the purview of a uniformed Police Division. It presents that her duties are at the discretion of the Police Training Officer, and as she is under the Police Division, her authority is very limited. It asserts that her duties are clerical in nature as her duties, as stated by her supervisor, are offline searches, NCIC Audits and Violations, and NCIC data entries.

CONCLUSION

N.J.A.C. 4A:3-3.9(e) states that in classification appeals, the appellant shall provide copies of all materials submitted, the determination received from the lower level, statements as to which portions of the determination are being disputed, and the basis for appeal. Information and/or argument which was not presented at the prior level of appeal shall not be considered.

The definition section of the Clerk 3 job specification states:

Under direction, performs varied, complex clerical work involving the processing of documents in a variety of functions; takes the lead and/or performs the more difficult and complex clerical work; does other related duties as required.

The definition section of the Records Analyst 3 job specification states:

Under the direction of a Records Analyst 1, or other supervisory official in the Department of the Treasury, or in a local agency, assists in the review, analysis and appraisal of current records management procedures, develops retention schedules, and appraisal of current records management procedures; develops schedules for retention and disposition of records, and prepares inventories of record groups; does other related work.

In this matter, a review of the job specifications indicates that the primary distinguishable characteristic between the two titles is that a Clerk 3 performs clerical duties while a Records Analyst 3 assists in the analysis of current records

management procedures, among other duties. A review of Agency Services' findings of the appellant's duties indicates that she primarily performs clerical duties. On appeal, the appellant submits her own description of her duties. However, she does not provide evidence that would indicate that Agency Services' findings of her primary duties were incorrect. Further, there is nothing in the record that indicates that the appellant's primary duty is to analyze the appointing authority's current record management procedures. Therefore, the record indicates that the appellant's position is properly classified as Clerk 3.

ORDER

Therefore, it is ordered that this appeal be denied.

This is the final administrative determination in this matter. Any further review should be pursued in a judicial forum.

DECISION RENDERED BY THE
THE 18TH DAY OF JULY, 2023

Allison Chris Myers

Allison Chris Myers
Chair/Chief Executive Officer
Civil Service Commission

Inquiries
and
Correspondence

Nicholas F. Angiulo
Director
Division of Appeals and Regulatory Affairs
Civil Service Commission
Written Record Appeals Unit
P.O. Box 312
Trenton, New Jersey 08625-0312

c: Stacey Costa
Dominick Villano
Division of Agency Services
Records Center