

Stacey Costa appeals the determination of the Division of Agency Services (Agency Services) that the proper classification of her position with Clifton is Clerk 3. The appellant seeks a Records Analyst 3 classification.

The record in the present matter establishes that the appellant's permanent title is Clerk 3. The appellant sought reclassification of her position, alleging that her duties were more closely aligned with the duties of a Records Analyst 3. The appellant reports to Paul Hasselberger, Police Lieutenant. In support of her request, the appellant submitted a Position Classification Questionnaire (PCQ) detailing the duties that she performs as a Clerk 3. Agency Services reviewed and analyzed the information in the PCQ and all information and documentation submitted including statements from her supervisor and Douglas Johnson, Personnel Officer. Agency Services found that the appellant's primary duties and responsibilities entailed, among other things, separating all NCIC paperwork received, verifying accuracy, and highlighting pertinent information; compiling files, confirming all aspects are accurate and accounted for in respective sections; completing monthly Hot File Audits; printing requested records and preparing spreadsheets with all pertinent information, running all records through NCIC to ensure that they are active; updating records accordingly; completing Biennial Agency State Audits; performing offline searches to ensure accuracy of the Hot File; purging records as per State guidelines; shredding paperwork; answering phones and taking messages; preparing forms; and ordering office supplies. In its decision, Agency Services determined that 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

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Allison Chris Myers Chair/Chief Executive Officer Civil Service Commission

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