

15 percent of his time contact tracing for COVID-19 cases, which is a duty that is not expected to be permanent, 10 percent of his time attending and participating in standing and *ad hoc* committee meetings, 10 percent of his time acting as a liaison, and 40 percent of his time on various tasks overseeing the work of student workers and residential assistants, maintaining essential records, using various related technology, and representing the Office of Residential Life. In its decision, the University determined that the duties performed by the appellant were consistent with the definition and examples of work included in the job specification for Program Assistant.

On appeal, the appellant presents, through his PCQ, that he performs duties related to COVID-19 contact tracing (15 percent), contact tracing and Pathways Program (10 percent), assigning and monitoring work for housing student workers (10 percent), the working committee for Plant and Housing (10 percent), maintaining residential records (10 percent), representing Residential Life at meetings with other departments (10 percent), using various databases (10 percent), and other tasks (25 percent). During his interview, the duties that the appellant indicated that had changed were oversight of the lock box, lock box training and safety on how to obtain, gain access, and master key access, I9 verification, and the Pathways Program which involved reaching out to student if they have any outstanding balances and working with the bursar to rectify.

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 Program Assistant (P16) job specification states:

Under general supervision of a Professional Services Specialist 2 or other supervisory officer in the Administrative Services area at a State college, is responsible for performing basic professional functions using established policies, procedures, precedents, and guidelines; does related work as required.

The definition section of the PSS4 (P18) job specification states:

Under the coordination of a Professional Services Specialist 2 or higher supervisory officer in the Administrative Services area at a State college, is responsible for performing basic professional functions using

established policies, procedures, precedents, and guidelines; does related work as required.

In this present matter, a review of the job specification definition sections indicates that the distinguishing characteristic between the two titles is that Program Assistants work under **general supervision** of a PSS2 or other supervisory officer while PSS4s work under the **coordination** of a PSS2 or higher supervisory officer. Further, while the Examples of Work are illustrative only, the job specification for Program Assistant indicates that an incumbent in this title consults with the supervisor on a regular basis to discuss progress, identify problems, and effect resolutions while the job specification for PSS4 indicates that an incumbent in this title consults with the supervisor regarding issues and concerns in the course of duties. Therefore, an incumbent that regularly consults with their supervisor is considered to be under general supervision. During the appellant's interview, he indicated that he worked under general supervision, and Radwanski also concurred during his interview. Therefore, the record indicates that the appellant works under general supervision of a PSS2, and his position is appropriately classified as a Program Assistant.

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 5TH 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: Terence Williams
Lawrence Fox
Elen Manalang
Division of Agency Services
Records Center