



**STATE OF NEW JERSEY**

In the Matter of Brittany Riccitiello,  
Judiciary

CSC Docket No. 2023-1656

**FINAL ADMINISTRATIVE ACTION  
OF THE CHAIR/  
CHIEF EXECUTIVE OFFICER  
CIVIL SERVICE COMMISSION**

Classification Appeal

**ISSUED: June 27, 2023 (SLK)**

Brittany Riccitiello appeals the determination of the Division of Agency Services (Agency Services) that the proper classification of her position with Judiciary is Information Technology Analyst 2 (ITA2). The appellant seeks an Information Technology Analyst 3 (ITA3) classification.

The record in the present matter establishes that the appellant's permanent title is ITA2. The appellant sought reclassification of her position, alleging that her duties were more closely aligned with the duties of an ITA3. The appellant reports to Larry Burch, Court Executive 2A. In support of her request, the appellant submitted an Employee Reclassification Request (ERR) detailing the duties that she performs as an ITA2.<sup>1</sup> Agency Services reviewed and analyzed the information in the ERR and all information and documentation submitted including a Job Information Questionnaire (JIQ) and statements from her supervisor and Assistant Division Director. 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 ITA3.

On appeal, the appellant presents that the JIQ does not reflect her job duties that she performs, which she believes are ITA3 duties. She asserts that her current supervisor, direct manager, and Assistant Director agree that she primarily performs

<sup>1</sup> The appellant did not submit a Position Classification Questionnaire. However, the information in the ERR provides similar information that is found in a Position Classification Questionnaire.

ITA3 duties. Additionally, the appellant attaches a current statement from her current Assistant Director. The letter indicates that the Assistant Director cannot speak to the appellant's assignments at the time of the assessment, but she can clarify that the appellant is the lead analyst on certain named projects. The Assistant Director states that the appellant has assigned decision making responsibilities and instructs lower-level analysts on tasks she needs them to complete to deliver successful projects. The Assistant Director asserts that the appellant has the same responsibilities as the ITA3s on the other teams. The appellant also submits a current statement from Burch, who states that the appellant is the lead analyst who mentors other staff and contractors among other duties.

The appellant presents that her job duties are to perform business analysis for each application; create, test, and implement business requirements; ensure accuracy in gathering and translating business requirements from users which includes upper management and judges; maintain and update the project/application as needed; design new solutions and the strategies needed to overcome challenges within the applications or with an entire project as it involves multiple teams throughout the Judiciary; provides consultative services and advise other business and information technology teams on their projects as it relates to planning, design, and implementation of a project and/or application; creates, designs, and implements user interface and business standards to be utilized across multiple applications by teams; responsible for making decisions on issues that arise; develops and implements monthly and yearly project schedules; trains, mentors and assigns ITA1s, ITA2s, ITA3s, and other staff on tasks that need to be completed; oversees and instructs team members on assigned tasks that are to be completed to ensure successful implementation for production deployment; and provides guidance and support for lower-level analysts by providing feedback to assist in their development. She also states that she provides higher-level decision-making responsibilities and hold staffs accountable.

## 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 Level 4-Journey (ITA2) job specification states:

Under limited supervision, employees at this level perform the professional IT work involved in system analysis. Define business requirements. Design, test, program, install, support and maintain IT

systems using advanced technical planning. Perform network and system administration.

The definition section of the Level 5 - Mastery (ITA3) job specification states:

Under general supervision, employee at this level perform complex professional IT work involved in system analysis. Define business requirements. Design, test, program, configure, support and maintain IT systems. Act as the highest level technical specialist and perform project management. Provide consultative services. Mentor/coach lower level professional employees and act as a lead worker. Administer multiple systems and networks.

In this matter, a review of the job specifications indicates that the primary distinguishable characteristic between the two titles is that ITA3s act as a lead worker while ITA2s do not. Under Civil Service, a leadership role refers to those persons whose titles are non-supervisory in nature, but are required to act as a leader of a group of employees in titles at the same or a lower level than themselves. Duties and responsibilities would include training, assigning and reviewing work of other employees on a *regular and recurring basis*, such that the lead worker has contact with other employees in an advisory position. However, such duties are considered non-supervisory since they do not include the responsibility for the preparation of performance evaluations. Being a lead worker does not mean that the work is performed by only one person, but involves mentoring others in work of the title series. See *In the Matter of Henry Li* (CSC, decided March 26, 2014).

In reviewing the appellant's ERR, she indicated that the main substantive changes to her assigned duties were that she was a lead analyst on certain projects, she mentored analysts, followed-up on their assigned tasks, provided feedback and direction, assigned tasks to other analysts on her team and other teams, developed implementation schedules for assigned projects, and other duties. However, her immediate supervisor Burch, at the time of the ERR was completed, disagreed that she was lead on any project, and that she developed implementation schedules for assigned projects. Burch indicated that the appellant did not have any substantive changes in responsibility since she became an ITA2. The Assistant Director at the time of the ERR also indicated that there had been no substantive changes in her duties. Further, a review of the appellant's ERR does not indicate that she named specific employees that she assigned duties, reviewed the work of, and trained on a regular and recurring basis. As such, the preponderance of the evidence does not indicate that the appellant was a lead worker at the time she submitted her classification appeal and her position was appropriately classified as an ITA3.

Regarding the letters that the appellant submits on appeal from a current Assistant Director and Burch, it is still unclear if the appellant is currently acting as

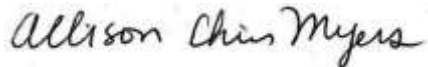
a lead worker by assigning, reviewing and training specific named employees on a regular and reoccurring basis. Regardless, as these letters were submitted in response to Agency Services' determination and were not part of the record at the time of its classification review, they cannot be considered in the present classification review. *See In the Matter of Jose Quintela* (CSC, decided June 21, 2017). If the appellant's current responsibilities include training, assigning and reviewing work of specific named employees on a regular and recurring basis, the appellant may submit a new classification request.<sup>2</sup>

### 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 27<sup>TH</sup> DAY OF JUNE, 2023




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<sup>2</sup> If the appellant does request a new review of the classification of her position, the appellant should first make that request to Judiciary using its normal procedures. Thereafter, under their current contract, the appellant could appeal that determination to this agency, if necessary. It is also noted that if the appellant is currently acting as a lead worker by training, assigning, and reviewing the work of specific named individuals on a regular and recurring basis, the Judiciary could bypass the classification process by appointing the appellant to ITA3 or remove that responsibility from the appellant if it does not wish to reclassify her to the ITA3 title.

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