

analyzing databases to ensure designs are appropriate; performing testing; maintaining current systems by troubleshooting and debugging to ensure data accuracy; and assisting staff with technical issues. 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 Database Administrator 1 (P26, 53160), effective April 19, 2025. However, Agency Services noted that the determination cannot be implemented with the current supervisor-subordinate relationship since the appellant's supervisor must be at a higher class code and in an appropriate bargaining unit to maintain proper position classification. Therefore, it indicated that the appointing authority would need to establish a proper reporting relationship to effectuate the reclassification by either reassigning the appellant to a supervisor with a higher class code or removing the out-of-title duties.

On appeal, the appellant asserts that Agency Services' determination confirms that his duties exceed those of an Information Technology Specialist and the reclassification of his position cannot be implemented at the Database Administrator 1 level under the current supervisory structure. Therefore, the appellant believes that this finding supports that his role functions above the Database Administrator 1 and is consistent with a Database Administrator 2 classification.

The appellant presents that since at least May 2021, his PARs and monthly reports document his work designing, coding, and implementing database systems later adopted by the Central Office. He states that the agency directly benefits from these systems while his title remained misclassified. The appellant argues that the hierarchy issues as stated in the determination raise serious concerns that his prior supervisor, P.M.,¹ who was a Network Administrator 2 (P29) and supervised him until November 2024, was even supposed to supervise him in the first place. The appellant emphasizes that he made repeated efforts to resolve this issue internally for years but claims he was misinformed regarding the reclassification process. Specifically, he accuses P.M. and the head of human resources for delayed action and concealing "the underlying structural issues and other possible ethics violations." As such, he argues that his reclassification should be effective May 10, 2021.

Moreover, the appellant indicates that on October 1, 2025, his work equipment and code repositories were taken into possession by the Central Office following a suspension with pay. He states that these materials include proprietary systems which he was directed to develop, which extend well beyond the scope of his title. While the appellant acknowledges that the appointing authority may consider the removal of out-of-title duties, he asserts that it cannot continue to benefit from this work without recognizing and compensating it appropriately.

In response to an inquiry by this agency, the appointing authority indicates that on October 6, 2025, pursuant to proffered disciplinary charges, the appellant was

¹ Personnel records indicated that P.M. was separated from his position, effective November 12, 2024.

suspended with pay pending a pre-termination hearing. Thereafter, on November 10, 2025, after that hearing was held, he was suspended without pay pending a departmental hearing for this incident.²

CONCLUSION

N.J.A.C. 4A:3-3.9(e)3i provides that if an appeal of position classification is granted by the Civil Service Commission (Commission), the effective date of implementation shall be, in State service, the pay period immediately after 14 days from the date an appropriate Commission representative first received the appeal or reclassification request, or at such earlier date as directed by the Commission.

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 Information Technology Specialist (P23, 53261) job specification states:

Under direct supervision in a state department, agency, data center, institution, or state college, assists in at least one of the following areas: the design and preparation of least complex operation routines and computer programs for electronic data processing equipment utilizing required and current software, operating systems, and multiprogramming technology; the control and/or implementation/maintenance of highly technical operating systems associated with new generations of computers to function toward optimum utilization of available hardware/software using comprehensive knowledge of the operating system function; the development, implementation, and maintenance of multi-network, multi-user Local Area Networks (LAN), Metropolitan Area Networks (MAN), and/or Wide Area Networks (WAN), maintenance of centralized, decentralized and remote network services, network security, data

² Personnel records indicate that the appellant was suspended from November 10, 2025 through December 31, 2025. Further, personnel records also indicate that the appellant was suspended from January 1, 2026 through June 30, 2026, which is the end of the appointing authority's fiscal year. The appointing authority confirms that these two suspensions are for the same incident. It states that it entered the information in personnel records this way as this is its practice if someone is out for a lengthy period. Moreover, the appointing authority provides the appellant remains on suspension while it is awaiting a report from the State's Office of Homeland Security and Preparedness regarding the situation. It indicates that it will update personnel records if there is any change in the situation between now and the end of its fiscal year.

integrity, network performance monitoring, network problems resolution, and user support; does other related duties as required.

The definition section of the Database Administrator 1 (P26, 53160) job specification states:

Under limited supervision of a Database Administrator 2 or other supervisory officer within an Information Technology unit of a State Department or Agency, serves as a technical database administrator; manages various strategic processes of physical databases; implements and manages database management system software and hardware; performs other related duties as required.

The definition section of the Database Analyst 2 (P29, 53005) job specification states:

Under supervision in one of the Data Centers, is responsible for the analysis, physical design, coding, testing, migration, and implementation of complex databases in various platforms; coordinates efforts with systems and programming staff assigned to application development projects; creates and updates data dictionaries for applications; does other related duties as required.

The definition section of the Database Administrator 2 (R29, 53161) job specification states:

Under the general supervision of a supervisory officer within an Information Technology unit of a State Department or Agency, or local jurisdiction, supervises a database administration team; serves as a senior technical database administrator; implements and manages database software and hardware; coordinates database administration projects; supervises staff and work activities; prepares and signs official performance evaluations for subordinate staff; performs other related duties as required.

Concerning the appellant's request for a retroactive effective date of May 10, 2021, agency records indicate that the appellant's request for a classification review was received by this agency on March 31, 2025. Further, his PCQ was dated March 7, 2025. Other than mere assertions, the appellant has not submitted any evidence that the appointing authority delayed his request for the review of the classification of his position.³ Moreover, the appellant has not submitted any evidence that he

³ The appellant's arguments regarding "other possible ethics violations" are not properly before this agency to address. Nonetheless, the appellant has not presented any specifics in that regard which would impact the within appeal.

reached out to this agency contending that the appointing authority was delaying his request. Therefore, pursuant to *N.J.A.C. 4A:3-3.9(e)3i*, there is no basis for the appellant's reclassification to be retroactive prior to April 19, 2025.

Regarding the appellant's request that his position be reclassified to Database Administrator 2 (R29, 53161), there is nothing in the record that indicates that the appellant requested that his position be reclassified to this title during Agency Services' review. Therefore, this request cannot be considered on appeal as information and/or argument which was not presented at the prior level of appeal shall not be considered. See *N.J.A.C. 4A:3-3.9(e)*. Moreover, even if it were considered, the Database Administrator 2 is a supervisory title. However, the record does not indicate that the appellant was a supervisor. The mere fact that it was determined that the appellant was performing duties that created an inappropriate reporting relationship under the State classification system does not signify that he is performing duties of an even higher title than identified by Agency Services, especially a supervisory title. Therefore, there is no basis to reclassify the appellant's position to Database Administrator 2.

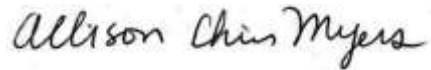
However, it is noted that while Agency Services determined that the appellant's position should be reclassified to Database Administrator 1 (P26, 53160), effective April 19, 2025, personnel records indicate that his position is classified as an Information Technology Specialist. Therefore, the appellant's personnel record shall be updated to indicate that he is a Database Administrator 1, effective April 19, 2025. Further, if it has not done so already, the appointing authority shall provide the appellant differential pay between the Information Technology Specialist and Database Administrator 1 titles from April 19, 2025 through November 9, 2025, which is the day before his suspension without pay began. If the appellant is not separated from employment, upon his reinstatement, the appointing authority will either need to reassign him to a supervisor that creates an appropriate reporting relationship based on his Database Administrator 1 classification or remove out-of-title Database Administrator 1 duties to properly classify his position as an Information Technology Specialist.

ORDER

Therefore, it is ordered that the appellant's request for a Database Administrator 2 (R29, 53161) classification, retroactive to May 10, 2021, is denied. Additionally, the appellant's position shall be recorded in personnel records as Database Administrator 1 (P26, 53160), effective April 19, 2025, and he shall receive differential pay as described herein from April 19, 2025 through November 9, 2025.

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

DECISION RENDERED ON
THE 4TH DAY OF MARCH, 2026



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