



STATE OF NEW JERSEY

In the Matter of Autumn Greeny,
Department of the Treasury

CSC Docket No. 2026-32

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

Classification Appeal

ISSUED: September 29, 2025 (SLK)

Autumn Greeny appeals the determination of the Division of Agency Services (Agency Services) that the proper classification of her position with the Department of the Treasury is Pensions Benefits Specialist 2 (PBS2). The appellant seeks an Administrative Analyst 3 (AA3) classification.

The record in the present matter establishes that the appellant's permanent title is PBS2. The appellant sought reclassification of her position, alleging that her duties were more closely aligned with the duties of an AA3. In support of her request, the appellant submitted a Position Classification Questionnaire (PCQ) detailing the duties that she performs as a PBS2. Agency Services reviewed and analyzed the PCQ, the statements of her immediate supervisor, and her Performance Assessment Review (PAR).

Agency Services found that the appellant's primary duties and responsibilities entailed, among other things, maintaining and managing an Excel database to monitor outstanding direct deposits and checks for member accounts with overpaid balances, updating payment statuses and tracking collections letters; assessing accounts for fraud, revenue, department referral, or unpaid classification; investigating flagged cases and reporting findings to the fraud and abuse unit; preparing and distributing monthly fiscal reports to the Bureau Chief, Office of the Director, and Department of Revenue; communicating with responsible beneficiaries regarding overpayments; establishing and managing payment plans and referring

accounts to receivables; handling bank correspondence with Wells Fargo Bank regarding outstanding pension checks; requesting reclaimed funds and coordinating with payroll to reverse payments; reviewing and processing mailed payments; and updating the database and coordinating collection letter processing and mailings with relevant departments.

On appeal, the appellant presents that over the past two years, she has taken the initiative to address a long-standing gap in the department's system by creating a fully functional collections and receivables database that now serves as a central tracking and reporting tool for overpayments, stolen funds, and monthly payment arrangements across multiple units and not just Beneficiary Services. She notes that this tool was not requested as she saw a need and designed and implemented a department-wide solution, which resulted in the department collecting millions of dollars. She asserts that her duties are strategic and not clerical as she continues to conduct performance analysis, refining methods, and producing data used by leadership to guide fiscal decision, which she contends are AA3 duties.

The appellant states that, in addition to managing databases and financial tracking, she works closely with the Financial Department Chief sharing and reconciling data and ensuring reporting accuracy. Further, she indicates that she coordinates regularly with external and internal agencies, including the Division of Taxation, Department of Revenue, and the Office of the Director to pursue and track repayments, initiate setoffs, and recover funds. She provides that she exercises independent judgment, often serving as the subject matter expert for collections across multiple teams. The appellant emphasizes that her work involves analysis, cross-functional coordination, performance tracking and system development which she argues goes beyond her current title and are comparable to the duties of an AA3, which include developing analytic studies and reporting systems, solving operational inefficiencies and recommending revisions, and participating in administrative planning and applying financial policies.

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 PBS2 job specification states:

Under the limited supervision of a Pensions Benefits Specialist 3 or other supervisory official in the Division of Pensions and Benefits, Department of the Treasury, acts as lead worker in a retirement, health

benefits, or other employee benefit program of the Division; conducts field instructional seminars on retirement, health benefits, or other employee benefit programs of the Division; reviews, processes, and/or responds to retirement, health benefits, or other employee benefit requests and inquiries involving complicated eligibility determinations; performs complex computations; does other related duties as required.

The definition section of the AA3 job specification states:

Under general supervision of an Administrative Analyst 4 or other supervisor in a [S]tate department, institution, or agency, performs the review, analysis, and appraisal of current department administrative procedures, organization, and performance and helps to prepare recommendations for changes and/or revisions; does other related duties.

In this matter, the job specifications for the subject titles indicate that PBS2s act as lead workers who perform various duties related to benefits programs while AA3s analyze department procedures to make recommendations for changes. In this matter, the appellant took her own initiative to analyze department procedures to develop a better tool, and she should be commended for that effort. However, the record indicates that the appellant's primary duties on an ongoing basis are not reviewing department procedures and making recommendations for changes. Rather, they are operational, transactional, and detail-oriented tasks focused on financial control, collections, and customer account management in line with the PBS2 job specification definition¹ and not the overall analysis of procedures to recommend changes as required for a AA3 classification.

Concerning the procedures analysis duties that the appellant performed to develop the tool and may continue to perform, the fact that some of an employee's assigned duties may compare favorably with some examples of work found in a given job specification is not determinative for classification purposes, since, by nature, examples of work are utilized for illustrative purposes only. Moreover, it is not uncommon for an employee to perform some duties which are above or below the level of work which is ordinarily performed. For purposes of determining the appropriate level within a given class, and for overall job specification purposes, the definition portion of the job specification is appropriately utilized.

Referring to the impact from the tool that the appellant developed, how well or efficiently an employee does his or her job, length of service, volume of work and qualifications have no effect on the classification of a position currently occupied, as positions, not employees are classified. *See In the Matter of Debra DiCello* (CSC,

¹ The appellant's PCQ also indicates that she oversees and reviews the work of staff. Accordingly, it is appropriate to classify the appellant's position in a lead worker title.

decided June 24, 2009). Accordingly, there is no basis to disturb Agency Services' determination, and the appellant's position is properly classified as a PBS2.

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 ON
THE 25TH DAY OF SEPTEMBER, 2025



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: Autumn Greeny
Antoinette Sargent
Division of Agency Services
Records Center