

B-41



STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION
OF THE
CIVIL SERVICE COMMISSION

In the Matter of Michael Guthridge,
Department of the Treasury

2842

CSC Docket No. 2015-166

Classification Appeal

ISSUED: JUL 16 2015

(RE)

Michael Guthridge appeals the attached decision of the Division of Agency Services (DAS) which found that his position with the Department of the Treasury is correctly classified as Technical Assistant 1, Treasury. He seeks a Program Technician classification in these proceedings.

The appellant requested a review of his position as a Technical Assistant 1, Treasury, the title to which he was regularly appointed on January 7, 2006. His position, located in the Department of the Treasury, Division of Revenue and Enterprise Services Administration, Commercial Information Services, reports to a Government Representative 1, and supervises a Technical Assistant 3, and a Senior Clerk.

As described in the attached determination, DAS found that, based on the primary duties of the position, Mr. Guthridge's title was properly classified as Technical Assistant 1, Treasury. On appeal, the appellant argues that he oversees mailroom operations by supervising employees and makes sure there is adequate coverage, and completes daily production reports, utilizing Oracle and the FileNet Program System. He states that, although he does not perform any physical mailroom duties, he supervises work operations and provides assistance to all staff regarding work assignments and procedures within the Mail Service Unit.

He also states his main responsibility is to be in charge of the FileNet Program System by analyzing the error reports generated by the FileNet and Oracle Systems and resolving all technical problems. He explains that the FileNet

Unit and the Mail Service Units are separate units, and his primary responsibility is in the FileNet Unit. In this unit, he deletes, scans, modifies and makes all necessary internal changes on various systems in order to provide copies of documents to customers via the website, and he is the only person authorized to make any changes or corrections to the internal data.

Lastly, he states he is the primary contact person for ordering and maintaining office supplies and printer equipment for all units with Commercial Information Services. He states that he supervises up to 22 employees and works with various State of New Jersey contracted vendors.

DAS responded that the preponderance of duties assigned to the appellant's position consist of verifying information for accuracy and correcting errors to scanned documents or tax returns. He analyzes and evaluates error listings or rejected item reports, corrects rejected items, and develops systems changes to reduce the number of rejected items, reviews and extracts information from forms and files, and prepares adjustments to records based upon review of supporting documents or other sources. DAS indicated that while the position has supervisory responsibility, the subordinates are not responsible for reviewing, monitoring and processing specific actions requiring the application of rules, regulations, policies, and/or procedures. Instead, his subordinates are responsible for performing mail delivery duties, and this supervisory responsibility comprises 30% of the appellant's duties.

CONCLUSION

The definition section of the job specification for the title Technical Assistant 1, Treasury states:

Under the direction of a supervisory official in the Department of the Treasury, performs the technical work involved in reviewing and verifying data from forms, claims, applications, returns, assessments, proposals, computer generated files, and error listings, to determine the completeness and accuracy of complicated and/or irregular eligibility, award and liability determinations and calculations; may recommend appropriate follow-up action, supervises the work of subordinate paraprofessional and/or clerical employees; does other related duties.

The definition section of the job specification for Program Technician states:

Under the direction of a supervisor in a State department or agency, has charge of staff assigned to a specific work program or technical unit responsible for reviewing, monitoring and processing specific actions

requiring the application of rules, regulations, policies, and/or procedures; does related work.

The job specification for Program Technician has a note which indicates that this title is to be used in a major technical program outside of personnel and other program units involved in the internal administration of the agency. Based upon a thorough review of the information presented in the record, it is clear that the appellant's position is properly classified as Technical Assistant 1, Treasury. It is long-standing policy that upon review of a request for position classification, when it is found that the majority of an incumbent's duties and responsibilities are related to the examples of work found in a particular job specification, that title is deemed the appropriate title for the position. The outcome of position classification is not to provide a career path to the incumbents, but rather is to ensure that the position is classified in the most appropriate title available within the State's classification plan. *See In the Matter of Patricia Lightsey* (MSB, decided June 8, 2005), *aff'd on reconsideration* (MSB, decided November 22, 2005).

Typically, classification determinations list those duties which are considered to be the *primary focus* of the appellant's duties and responsibilities that are performed on a regular, recurring basis. *See In the Matter of David Baldasari* (Commissioner of Personnel, decided August 22, 2006). In the instant matter, the appellant is the supervisor of the employees of the Mail Service Unit. This unit is involved in the internal administration of the agency. Therefore, regardless of what his subordinates do, the appellant is not supervising at the level and scope intended for the Program Technician title. Supervision of these employees, as well as ordering and maintaining office supplies and printer equipment, are internal functions. As the appellant indicated, his primary duties are analyzing the error reports generated by the FileNet and Oracle Systems and resolving all technical problems. The Program Technician title was developed for employees assigned to a specific program or technical unit, such as a program fulfilling the requirements of the Open Public Records Act, or one requiring monitoring and processing of specific actions requiring the application of rules, regulations, policies or procedures. A program in State government is generally considered to involve a unit responsible for performing projects and activities which are necessary to carry out a purpose or goal set forth in regulations or by law, focusing on a definite activity, providing a service to a specific third party, and generally requiring allocated funding. The appellant's work is administrative in nature, and cannot be considered to be a specific program or technical unit. The preponderance of the duties of the position fall squarely into the Technical Assistant 1, Treasury job definition.

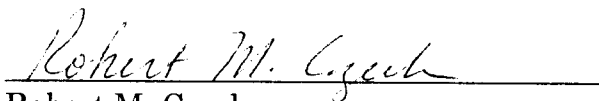
A thorough review of the information presented in the record establishes that Michael Guthridge's position is properly classified as Technical Assistant 1, Treasury and he has not presented a sufficient basis to establish that his position is improperly classified.

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
CIVIL SERVICE COMMISSION ON
THE 15th DAY OF JULY, 2015



Robert M. Czech
Chairperson
Civil Service Commission

Inquiries
and
Correspondence

Henry Maurer
Director
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Attachment

c: Michael Guthridge
Douglas Ianni
Kenneth Connolly
Joseph Gambino



Chris Christie
Governor
Kim Guadagno
Lt. Governor

STATE OF NEW JERSEY
CIVIL SERVICE COMMISSION
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Robert M. Czech
Chair/Chief Executive Officer

March 10, 2015

Mr. Michael Guthridge
Department of the Treasury
Division of Revenue and Enterprise Services
33 West State St. – 5th Floor
Trenton, New Jersey 08608

**RE: Classification Appeal, Technical Assistant 1, Treasury
AS LOG #09140456, Position #007624, EID #000360924**

Dear Mr. Guthridge:

This is to inform you, and the Department of the Treasury of our determination concerning your classification appeal. This determination is based upon a thorough review and analysis of all information and documentation submitted and a telephone audit conducted with you, and your immediate supervisor, James Zombeck, on February 24, 2015.

Issue:

You are appealing that your current title of Technical Assistant 1 Treasury (R17) is not consistent with your current assigned duties and responsibilities. You contend that the title of Program Technician (R20) is an appropriate title for your position.

Organization:

Your position is located in the Department of the Treasury, Division of Revenue and Enterprise Services, Commercial Information Services and you report directly to James Zombeck, Government Representative 1 (X98). Your position is responsible for supervising two positions consisting of one (1) Technical Assistant 3 (A12) and one (1) Senior Clerk (A08).

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Finding of Fact:

The primary responsibilities of your position include, but are not limited to the following:

- Analyzing information from error reports from the processing of documents and researching inaccuracies to make necessary changes.
- Making revisions to documents utilizing Oracle and the FileNet Program System.
- Recording corrected information to be included on the shared production report that is completed on a daily basis.
- Overseeing mailroom operations and ensuring that adequate coverage is available and any irregularities are reported to management for review.
- Supervising work operations and having the responsibility for effectively evaluating employees.
- Submitting accurate and complete daily and production reports.

Review and Analysis:

In reviewing your request, various titles were examined in relation to the overall duties being performed by your position to determine the appropriate classification for the tasks described by you and your supervisor.

Your classification appeal submission indicates that you believe the title Program Technician (10258-R20) is an appropriate title for your position. The definition section for this title states:

“Under the direction of a supervisor in a state department or agency, has charge of staff assigned to a specific work program or technical unit responsible for reviewing, monitoring and processing specific actions requiring the application of rules, regulations, policies, and/or procedures; does related work.”

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A Program Technician supervises a program or technical unit that is responsible for reviewing, monitoring and processing specific actions requiring the application of rules, regulations, policies, and/or procedures. Your position does possess supervisory responsibility; however, the subordinates of the unit that you supervise are not responsible for performing duties similar to the definition section above. Rather, the subordinates of the unit that you supervise are responsible for performing mail delivery duties.

Your position is currently classified by the title, Technical Assistant 1 Treasury (51634-R17). The definition section of the job specification for this title states:

“Under the direction of a supervisory official in the Department of the Treasury, performs the technical work involved in reviewing and verifying data from forms, claims, applications, returns, assessments, proposals, computer generated files, and error listings, to determine the completeness and accuracy of complicated and/or irregular eligibility, award, and liability determinations and calculations; may recommend appropriate follow-up action, supervises the work of subordinate para-professional and/or clerical employees; does other related duties.”

Incumbents classified as a Technical Assistant 1, Treasury perform a wide variety of duties, including technical work in the review and verification of data from computer generated files and error listings. It is common for a Technical Assistant 1 Treasury to perform duties that consist of verifying the completeness of information reported and its accuracy prior to entry into automated systems and files; researching, analyzing, and evaluating error listings or rejected item reports, the correction of rejected items and the development of systems changes to reduce the number of rejected items; reviewing and extracting information from forms or files; and preparing adjustments to records based upon review of supporting documents or from other sources.

A review of your position's job duties and responsibilities finds that the primary function of your position is to correct and modify misfiled documents on the FileNet Program System. Your position researches, analyses, and evaluates error listings; makes corrections to rejected items; and supervises subordinate personnel. These

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duties, as well as the preponderance of other assigned duties and responsibilities of this position are consistent with your position's current title; Technical Assistant 1 Treasury.

It is not uncommon for an employee to perform some duties which are above or below the level of work that is normally performed by an incumbent in their permanent title. A comprehensive review and analysis of your position finds that this position is best classified by the title of Technical Assistant 1, Treasury (R17).

Determination:

Based upon the findings of fact above, it is my determination that the assigned duties and responsibilities of your position are properly classified by the title Technical Assistant 1 Treasury (51634-R17).

Please be advised that in accordance with *N.J.A.C. 4A:3-3.9*, you may appeal this decision within twenty (20) days of receipt of this letter. This appeal should be addressed to Written Records Appeals Unit, Division of Appeals and Regulatory Affairs, P.O. Box 312, Trenton, New Jersey 08625-0312. Please note that the submission of an appeal must include a copy of the determination being appealed as well as written documentation and/or argument substantiating the portions of the determination being disputed and the basis for the appeal.

Sincerely,



Joseph Ridolfi, Team Leader
Agency Services

JR/tc

c: Ms. Laura Budzinski