



STATE OF NEW JERSEY

In the Matter of Beth Sottung,
Department of the Treasury

FINAL ADMINISTRATIVE ACTION
OF THE
CIVIL SERVICE COMMISSION

CSC Docket No. 2017-546

Classification Appeal

ISSUED: JAN 20 2017 (JET)

Beth Sottung appeals the attached decision of the Division of Agency Services (Agency Services) that the proper classification of her position with the Department of the Treasury is Information Technology Specialist. The appellant seeks an Administrative Analyst 3, Information Systems classification.

The record in the present matter establishes that at the time the appellant filed her request for a classification review, she was serving as an Information Technology Specialist. The appellant's position is located in the Office of Management and Budget (OMB), Budget Systems Unit, Department of the Treasury, and she reports to Jacki Stevens, Associate Director, OMB. The appellant does not have any supervisory duties. The appellant sought a reclassification contending that her position would be more appropriately classified as an Administrative Analyst 3, Information Systems. In support of her request, the appellant submitted a Position Classification Questionnaire (PCQ) detailing the different duties that she performed. Agency Services reviewed all documentation supplied by the appellant including her PCQ. Based on its review of the information provided, including an organizational chart and a telephone audit of her position, Agency Services concluded that the appellant's position was properly classified as an Information Technology Specialist.

On appeal, the appellant asserts, among other things, that the definitions provided for the titles that are the subject of the classification determination are generalized and do not indicate the primary focus of the titles. The appellant adds that the examples of work sections in the job specifications establish that she is

performing the applicable duties of the requested title. The appellant explains that she performs lead worker duties and her manager confirmed in a letter that she was assigned additional duties. Moreover, the appellant states that she would have been able to prove her contentions had she been provided with a face to face interview.

In response, Agency Services states that the majority of the appellant's duties listed on her PCQ are consistent with those performed by an Information Technology Specialist. In this regard, the appellant listed that her duties included serving as the Information Security Representative, creating new user accounts; resetting, suspending, and deleting access to mainframe systems; acquiring and transferring computer hardware and software; troubleshooting problems with user access and equipment issues; and providing other information technology support. In addition, Agency Services asserts that the appellant indicated that she is responsible for supporting various applications, assisting staff with information technology requests, creating training materials for new software, and serving as a liaison. Agency Services maintains that such duties are not consistent with the duties performed by individuals serving in the Administrative Analyst 3, Information Systems title.

CONCLUSION

The definition section of the job specification for Administrative Analyst 3, Information Systems states:

Under general supervision of an Administrative Analyst 4, Information Systems, or other supervisory officer in a State department or agency, performs the analysis and evaluation of internal operations, business practices, methods and techniques of the organization to determine optimal solutions and/or approaches to satisfy agency information technology (IT) business needs/initiatives; evaluates users' needs and recommends (IT) solutions; provides recommendations in support of the agency's business needs and IT goals and objectives; formulates and/or recommends IT policies and procedures; may function as project leader; does other related duties as required.

The definition section of the job specification for Information Technology Specialist 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 integrity, network performance monitoring, network problems resolution, and user support; does other related duties as required.

In the instant matter, it is clear that the proper classification of the appellant's position is Information Technology Specialist. Indeed, the majority of the duties listed on the appellant's PCQ (over 50%) include such things as serving as the Information Security Representative for OMB, administering user access to network resources, adding and deleting user accounts, serving as web editor for the OMB website, updating OMB's website with links, troubleshooting network devices, providing support in the maintenance of mainframe connections, editing OMB financial publications, providing technical support to end users, editing a series of budget covers using visual programming applications, and performing duties that are related to the control and maintenance of highly technical operating systems. Such duties are consistent with those performed by an Information Technology Specialist. Additionally, as the appellant's position does not analyze and evaluate internal operations, business practices, methods and techniques of the organization to determine optimal solutions and/or approaches to satisfy IT business needs/initiatives, Administrative Analyst 3, Information Systems is not a proper classification for her position. Moreover, the Associate Director indicated on the PCQ that she did not agree that the appellant's duties are closely aligned with the Administrative Analyst 3, Information Systems title.

Although the appellant argues that she performs lead worker duties, this does not establish that her position should be reclassified as an Administrative Analyst 3, Information Systems. 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. In this regard, 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. In making classification determinations, emphasis is placed on the definition section to distinguish one class of positions from another. With regard to the appellant's arguments pertaining to the examples of work in the job specifications, she did not provide any specific examples in support of her claims. Regardless, the examples of work portion of a job description provides typical work assignments which are descriptive and illustrative and are not meant to be restrictive or inclusive. *See In the Matter of Darlene M. O'Connell* (Commissioner of Personnel, decided April 10, 1992).

Additionally, the record indicates that all of her duties and responsibilities were reviewed and the classification determination was based on that information. The purpose of a classification evaluation is to conduct a fact-finding session and the classification reviewer's role is strictly limited to an independent review of the current duties and responsibilities of the position at issue. Further, it is longstanding policy that only those duties and responsibilities assigned at the time of the request for a reclassification are to be considered. Although the appellant now states that she should have been provided with a face to face interview, Agency Services was not required to provide her with an on-site audit. In this regard, classification reviews are typically conducted either by a paper review, based on the duties questionnaire completed by the employee and supervisor; an on-site audit with the employee and supervisor; or a formal telephone audit to obtain clarifying information. *See In the Matter of Richard Cook* (Commissioner of Personnel, decided August 22, 2006). Moreover, the appellant has not established that Agency Services' methodology in this matter was improper or led to an incorrect result.

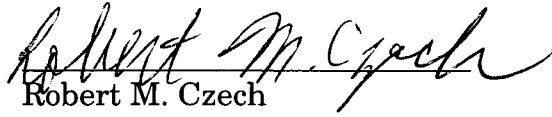
Accordingly, there is no basis to disturb the determination of Agency Services that the appellant's position is properly classified as an Information Technology Specialist.

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 18th DAY OF JANUARY, 2017



Robert M. Czech
Chairperson
Civil Service Commission

Inquiries	Nicholas F. Angiulo
and	Assistant Director
Correspondence	Division of Appeals
	& Regulatory Affairs
	Civil Service Commission
	Written Record Appeals Unit
	P.O. Box 312
	Trenton, New Jersey 08625-0312

Attachment

c: Beth Sottung
Douglas J. Ianni
Kelly Glenn
Records Center



Chris Christie
Governor
Kim Guadagno
Lt. Governor

STATE OF NEW JERSEY
CIVIL SERVICE COMMISSION
AGENCY SERVICES
P. O. Box 313
Trenton, New Jersey 08625-0313

Robert M. Czech
Chair Chief Executive Officer

July 12, 2016

Ms. Beth Sottung
Department of the Treasury
Office of Management and Budget
PO Box 210
33 West State Street
Trenton, New Jersey 08625

**Re: Classification Appeal, Information Technology Specialist,
AS Log [REDACTED], Position # [REDACTED], EID # [REDACTED]**

Dear Ms. Sottung:

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, Jacki Stevens.

Issue:

You are appealing that your current title of Information Technology Specialist (P21) is not consistent with your current assigned duties and responsibilities. You contend that the title of Administrative Analyst 3, Information Systems (P26) is an appropriate title for your position.

Organization:

According to this submission, your position is located in the Department of the Treasury, Office of Management and Budget, Budget Systems Unit. You report directly to Jacki Stevens, Senior Executive Services (M98). Your position does not possess supervisory responsible.

Ms. Beth Sottung
July 12, 2016
Page 2

Finding of Fact:

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

- Serving as the Information Security Representative for the users of the Office of Management and Budget (OMB). Creating new user accounts, resetting, suspending and deleting access to various mainframe systems.
- Serving as a liaison for OMB with the Division of Revenue and Enterprise Services (DORES). Supporting various applications or printer issues, assisting staff with requests through DORES including documentation tasks and files of completed forms through SharePoint libraries.
- Serving as the web editor for the OMB website. Updating OMB's website page with links for major publications, testing that all financial publication uploads and links function correctly, and performing web design to ensure the web site is user friendly.
- Editing a variety of OMB financial publications. Executing procedures and methods correcting edits in the draft and final production of documents and images in MS Word.
- Editing and designing a series of budget covers using visual programming applications. Selecting images, logo's, and finalizing all layouts for budget cover sheets.
- Creating training materials for new software for OMB users as needed.

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 position is currently classified by the title, Information Technology Specialist (53262-P21). The definition section of the job specification for this title states:

Ms. Beth Sottung

July 12, 2016

Page 3

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

Your classification appeal submission indicates that you believe the title Administrative Analyst 3, Information Systems (50075G-P26) is an appropriate title for your position. The definition section for this title states:

"Under general supervision of an Administrative Analyst 4, Information Systems, or other supervisory officer in a state department or agency, performs the analysis and evaluation of internal operations, business practices, methods and techniques of the organization to determine optimal solutions and/or approaches to satisfy agency information technology (IT) business needs/initiatives; evaluates users' needs and recommends (IT) solutions; provides recommendations in support of the agency's business needs and IT goals and objectives; formulates and/or recommends IT policies and procedures; may function as project leader; does other related duties as required."

Incumbents of the Administrative Analyst 3, Information Systems title have a primary focus of analyzing and evaluating internal operations, business practices,

Ms. Beth Sottung
July 12, 2016
Page 4

methods and techniques of the organization to determine optimal solutions and/or approaches to satisfy agency information technology (IT) business needs/initiatives. Your position performs a wide variety of duties in support of OMB, however, a review of your position finds that your position is not responsible for performing the duties described in the definition section for the title above.

A review of your position finds that the primary function of your position is to serve as the Information Security Representative for the OMB. Your position performs a wide variety of duties that includes administering user access to network resources and adding/modifying/deleting user accounts, troubleshoots network devices, provides support in the maintenance of mainframe connections, provides technical support to end users, and performs other duties that relate to the control and maintenance of highly technical operating systems.

A comprehensive review and analysis of your position finds that the assigned duties and responsibilities of your position is properly classified by the title of Information Technology Specialist (P21).

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 Information Technology Specialist (53262-P21).

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

Ms. Beth Sottung
July 12, 2016
Page 5

well as written documentation and/or argument substantiating the portions of the determination being disputed and the basis for the appeal.

Sincerely,

A handwritten signature in cursive script, appearing to read "Joseph Ridolfi".

Joseph Ridolfi, Team Leader
Agency Services

JR/tc

c: Ms. Laura Budzinski, Treasury Human Resources