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STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION  
OF THE  
CIVIL SERVICE COMMISSION

In the Matter of Paul Carlisi,  
Office of Information Technology

CSC Docket No. 2017-197

Classification Appeal

ISSUED: FEB 24 2017 (RE)

Paul Carlisi, represented by Dudley Burdge, Senior Staff Representative, CWA Local 1032, appeals the attached decision of the Division of Agency Services (DAS) which found that his position with the Office of Information Technology is properly classified as Building Services Coordinator 2. Mr. Carlisi seeks a Building Management Services Specialist 3 job classification in this proceeding.

Mr. Carlisi was hired as a Building Services Coordinator 2 provisionally on June 30, 2012, and received a regular appointment in the title on December 15, 2012. Mr. Carlisi requested a classification review of his position located in the New Jersey Office of Information Technology. Mr. Carlisi reports to a Construction Management Specialist 1, and has supervisory responsibilities for three unspecified employees. A telephone review, as well as a review of all applicable documentation, was performed.

This review found that Mr. Carlisi's assigned duties and responsibilities, as detailed in DAS's attached decision, were commensurate with the title of Building Services Coordinator 2. Accordingly, DAS determined the proper classification of Mr. Carlisi's position was Building Services Coordinator 2, the title he currently holds.

On appeal, Mr. Carlisi argues that the Special Assistant to the Chief Technology Officer (CTO) supports his appeal based on a restructuring of the organization and the current duties he is performing. He argues that he performs complex, professional and highly responsible duties. He states that he responds to



concerns regarding the Compass4E Physical Security System, and that he analyzes data, discerns patterns, makes corrections and reports back to the audit unit. He states that he has extensive knowledge of facilities management and procurement requests, assesses and recommends changes for general facilities services, analyzes maintenance and operations requests, and prepares Tenant Services Requests (TSRs) and Purchase Orders (POs).

### CONCLUSION

The definition section of the job specification for Building Services Coordinator 2 states:

Under limited supervision of a Building Services Coordinator 3 or other supervisory official in a State department, institution, or agency, supervises unit activities and the work involved in altering, renovating, repairing, and maintaining office space for the division or department in all locations throughout the state; supervises staff and work activities. Prepares and signs official performance evaluations for subordinate staff; does other related duties as required.

The definition section of the job specification for Building Management Services Specialist 3 states:

Under general supervision of a Building Management Services Specialist 1 or other supervisory officer in a State department, institution, or agency, completes less complex analytical or professional work of average difficulty required to provide or support the provision of building management, maintenance, security, service and/or renovation programs; does related work as required.

Based upon a review of the information presented in the record, it is clear that Mr. Carlisi's position is properly classified as Building Services Coordinator 2. In making classification determinations, emphasis is placed on the definition section to distinguish one class of positions from another. The definition portion of a job specification is a brief statement of the kind and level of work being performed in a title series and is relied on to distinguish one class from another. In the instant matter, the appellant argues that he is performing analytical or professional work of average difficulty. Nevertheless, a review of the appellant's duties does not support this conclusion. The appellant coordinates the relocations of personnel for 15% of the time; performs duties involving the Compass4E Physical Security System for 15% of the time, including updating and maintaining a data base, and ensuring maintenance of operating procedures; supervises general facilities services for 10% of the time; supervises employees for 10% of the time; maintains a computer room for 10% of the time; prepares POs and TSRs for 10% of the time;



makes cost estimates, maintains repair logs, and calls for repairs and services for 10% of the time; manages fleet vehicles for 10% of the time; and is the Fire Safety and Emergency Response Coordinator for 10% of the time.

Incumbent Building Services Coordinators 2 spend a majority of their work time supervising unit activities and the work involved in altering, renovating, repairing, and maintaining office space. This is a nonprofessional title, requiring no college credits. In contrast, the title Building Management Services Specialist 3 is a professional title, requiring graduation from an accredited college or university with a Bachelor's degree. Professional work is predominantly intellectual in character, as opposed to routine mental, manual, mechanical or physical work, and it involves the consistent exercise of judgment. It is basically interpretive, evaluative, analytical and/or creative, requiring knowledge or expertise in a specialized field of knowledge. This is generally acquired by a course of intellectual or technical instruction, study and/or research at an institution of higher learning or acquired through an in-depth grasp of cumulative experience. However, there must be thorough familiarity with all the information, theories and assumptions implicit in the chosen field. Persons in professional work should be able to perceive, evaluate, analyze, formulate hypothesis, and think in the abstract. Positions are considered professional when the work requires *application* of professional knowledge and abilities, as distinguished from either the desirability of such application or the simple possession of professional knowledge and abilities.

The majority of duties on the appellant's PCQ, are compatible with the Building Services Coordinator 2 title. The appellant supervises unit activities and work mainly at the Riverview Plaza Office Facility, as other individuals are responsible for other data center sites. He implements the Compass4E Physical Security System, including taking photographs for identification purposes, but managerial responsibility belongs to his supervisor. Further, any office space planning is performed by the Chief of Staff, the Facilities Manager, and impacted managers. He does not perform Building Management Services Specialist 3 duties such as assisting in programmatic audits, compiling quantitative data, analyzing internal agency operations, preparing proposals, establishing operating procedures for the security system, and comparing complex statistical reports. Any analysis regarding TSRs and POs or maintenance and operations requests, as well as assessing and recommending changes for general facilities services, falls squarely in the Building Services Coordinator 2 scope of responsibility. Moreover, in making classification determinations, the knowledge, skills and abilities possessed by an incumbent are not relevant. Rather, classification reviews are based on a current review of assigned duties. Lastly, *N.J.S.A. 11A:3-1* and *N.J.A.C. 4A:3-3.1(1)* provide that each position in the career and unclassified services shall be assigned by the Civil Service Commission to a job title. The opinion of the Special Assistant to the CTO has no bearing on this matter.



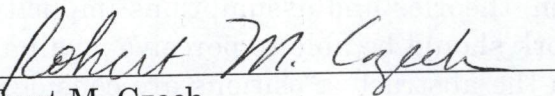
Accordingly, a thorough review of the entire record fails to establish that Paul Carlisi has presented a sufficient basis to warrant a Building Management Services Specialist 3 classification of his position.

ORDER

Therefore, the position of Paul Carlisi is properly classified as a Building Services Coordinator 2.

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  
THE 22<sup>nd</sup> DAY OF FEBRUARY, 2017

  
Robert M. Czech  
Chairperson  
Civil Service Commission

Inquiries  
and  
Correspondence

Director  
Division of Appeals and Regulatory Affairs  
Civil Service Commission  
Written Record Appeals Unit  
P. O. Box 312  
Trenton, New Jersey 08625-0312

Enclosure

c: Paul Carlisi  
Dudley Burdge  
Sharon Pagano  
Kelly Glenn  
Records Center



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

June 30, 2016

Mr. Paul Carlisi  
New Jersey Office of Information Technology  
300 Riverview Plaza – PO Box 212  
Trenton, New Jersey 08625-0212

**Re: Classification Review – Paul Carlisi  
AS Log #02160309; EID: 000342018; POSITION # 911178**

Dear Mr. Carlisi:

This is in response to the classification appeal dated February 18, 2016, submitted to this office on your behalf by Chief of Staff Sharon Pagano. This determination is based upon a thorough review and analysis of all information and documentation submitted, including a position classification questionnaire (DPF-44S), organization chart, phone audit notes and your most recent Performance Evaluation System (PES) agreement.

**Issue:**

You are appealing the current classification of your position Building Services Coordinator 2 (40204/R17). You allege that your duties are not appropriately classified and that you are seeking to reclassify your position to Building Management Services Specialist 3 (52574/P21).

**Organization:**

Your position is located in the Facilities unit of the New Jersey Office of Information Technology, and reports to Michael Chianese, Construction Management Specialist 1 (61439/&33).

**Finding of Fact:**

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

- Maintaining and issuing security access to OIT facilities
- Acting as OIT Liaison for photo ID issuance
- Acting as OIT Liaison for private janitorial company
- Overseeing the delivery of large batch print jobs

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- Setting up of hardware and software need for new computer stations

**Review and Analysis:**

You are permanently classified in the title Building Services Coordinator 2 (40204/R17). The definition section of the specification for this title states:

Under limited supervision of a Building Services Coordinator 3 or other supervisory official in a state department, institution, or agency, supervises unit activities and the work involved in altering, renovating, repairing, and maintaining office space for the division or department in all locations throughout the state; supervises staff and work activities. Prepares and signs official performance evaluations for subordinate staff; does other related duties as required.

The definition section of the requested title, Building Management Services Specialist 3 (52574/P21) states,

Under general supervision of a Building Management Services Specialist 1 or other supervisory officer in a state department, institution, or agency, completes less complex analytical or professional work of average difficulty required to provide or support the provision of building management, maintenance, security, service and/or renovation programs; does related work as required.

During the phone audit, you indicate that you oversee the issuance of security access and cards. You also were found to be in charge of distributing large batch print jobs processed by OIT to the various customers. These large batch print jobs contain highly sensitive personal information that must be handled with care and be delivered in a timely manner. You also supervise multiple temporary employees who assist with the various mail distribution duties that you have

There are some discrepancies with some of the duties and responsibilities that you claim represent a large percentage of your position's time. You state that you assist the federal auditors with all audits of the large batch print jobs, as well as, audits of OIT's data centers. OIT disagrees with the stated audit assistance duties out lined. Also, OIT states that you are "responsible for implementing the physical security system (which includes taking ID photos), but [you do] not have managerial oversight over it." With the audit assistance and security managerial oversight in question, no other duties are considered out-of-title for your current permanent title.

**Determination:**

Based upon the findings of fact cited above, it has been determined that the assigned duties and responsibilities of this position are commensurate with your permanent title, Building Services Coordinator 2 (40204/R17).

The title is descriptive of the general nature and scope of the functions that may be performed by the incumbent in this position. However, the examples of work are for illustrative purposes and are not intended to restrict or limit performance of the related tasks not specifically listed.

If you wish to appeal this decision, you may do so within twenty days of receipt of this letter. Since an appeal will be subject to final administrative review, all arguments that you wish considered should be submitted within the specified timeframe. Appeals should be addressed to the Written Records Appeal Unit, Division of Appeals and Regulatory Affairs, NJ Civil Service Commission, P.O. Box 312, Trenton, New Jersey 08625-0312.

Sincerely,



Annemarie Nostrand, Supervising HR Consultant  
Division of Agency Services

AN/JKIII

C: Sharon Pagano, Chief of Staff, OIT



10/10/1917

The following is a list of the names of the persons who have been appointed to the various positions in the Department of the Interior, and who are now in the service of the Department.

The list is arranged in alphabetical order of the names of the persons, and is divided into two columns, the first column containing the names of the persons who are now in the service of the Department, and the second column containing the names of the persons who have been appointed to the various positions in the Department.

The names of the persons who are now in the service of the Department are as follows: (List of names follows, but is illegible due to extreme fading.)

Continued

(List of names follows, but is illegible due to extreme fading.)

Continued  
Department of the Interior