



## STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION  
OF THE  
CIVIL SERVICE COMMISSION

In the Matter of James Cordani,  
Department of the Treasury

CSC Docket No. 2017-569

Classification Appeal

CORRECTED

ISSUED: August 21, 2017 (RE)

James Cordani 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 Administrative Analyst 3, Information Systems. He seeks an Administrative Analyst 4, Information Systems classification in these proceedings.

By way of background, Mr. Cordani requested a review of his Administrative Analyst 3, Information Systems position, the title to which he was regularly appointed on October 3, 2015. A telephone interview was conducted with the appellant and his supervisor, a Project Manager, Data Processing on July 22, 2016, and all relevant documentation was reviewed. Mr. Cordani's position is located in the Division of Revenue and Enterprise Services, Information Systems and effective August 30, 2016, he was placed under the supervision of a Project Manager, Data Processing. However, at the time he filed his Position Classification Questionnaire (PCQ) on January 11, 2016, Mr. Cordani's immediate supervisor was a Database Analyst 1. At the time of the audit, the position supervised an Information Technology Specialist position. DAS found that Mr. Cordani's position is properly classified as Administrative Analyst 3, Information Systems. Specifically, DAS found that the duties performed were appropriate to the title series, and that the level of the position was based on supervision of staff and the reporting relationship to the supervisor. As to the subordinate, DAS stated that it was not established that the subordinate was responsible for performing in-title series duties. As to the supervisor, DAS found that responsibility for the appellant's ePAR at the time of the audit was the appellant's prior supervisor, a Database Analyst 1. As Database

Analyst 1 and Administrative Analyst 4, Information Systems are in the same class code, a reclassification would result in an improper reporting relationship.

On appeal, the appellant argues that his subordinate creates and implements test plans for new environments in order to analyze and evaluate the new environments to ensure proper functioning under a variety of test scenarios. The appellant explains that he evaluates the results and suggests enhancements to management. He explains that the employee is responsible for performance analysis of the Windows system to ensure that it is functioning efficiently and to identify potential limitations. The appellant then speaks to administrators to ensure that changes are made to optimize the system. As to his supervisor, the appellant explains that he no longer reports to a Database Analyst 1.

### CONCLUSION

*N.J.A.C. 4A:3-3.9(e)* states that appeals from the decision of the Commission representative to the Civil Service Commission ... may be made by an employee, authorized employee representative, or local appointing authority. The appeal shall be submitted in writing within 20 days of receipt of the decision letter and include 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. When new information and/or argument is presented, the appeal may be remanded to the prior level.

The definition section of the job specification for the title, 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 the title, Administrative Analyst 4, Information Systems states:

Under supervision of a manager or supervisory officer in a State department or agency, performs and supervises the analysis and

evaluation of internal operations, business practices, methods, and techniques of an agency 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, recommends and/or approves IT policies and procedures; supervises staff and work activities; prepares and signs official performance evaluations for subordinate staff; does other related duties as required.

Based upon a thorough review of the information presented in the record, it is clear that the appellant's position was properly classified as Administrative Analyst 3, Data Processing at the time of the audit. The appellant's subordinate performed applicable professional work, and the appellant was responsible for the subordinate's performance review.<sup>1</sup> However, even though he supervised the position could not be reclassified due to the reporting relationship.

As to an inappropriate reporting relationship, the file indicates that the appellant's supervisor's title was changed from a Database Analyst 1, to a Project Manager, Data Processing, effective August 30, 2016 when the Project Manager, Data Processing was assigned to conduct his ePAR. However, based on an updated organizational chart it received on July 22, 2016, DAS spoke to the Project Manager, Data Processing as the appellant's supervisor during the phone audit. Indeed, DAS first learned of the change in supervision when it contacted the Database Analyst 1 on July 15, 2016 to schedule a phone interview and he advised that he no longer supervised Mr. Cordani's position. Further, following the phone audit, the Project Manager Data Processing indicated the appellant began reporting to him in "April or May." Thus, the record keeping is unclear as to when the Project Manager actually assumed supervisory authority over the appellant's position. It appears that the appellant's ePAR for the prior supervisor was not closed out and a new one opened for the current supervisor, or the ePAR did not otherwise reflect the new supervisory arrangement.

Nevertheless, the appellant was not being supervised by a Database Analyst 1 at the time of the audit. As it is unclear as to when the Project Manager, Data Processing actually assumed supervisory authority of the appellant's position, no basis exists to grant an upward reclassification based on a proper reporting relationship. Even assuming the earliest asserted date the Project Manager, Data Processing indicated in the phone audit that the appellant began reporting to him in "April or May," as DAS received the completed PCQ on February 22, 2016, an

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<sup>1</sup> Effective April 19, 2017, the Commission found that DAS has determined that the standard required to classify titles assigned to the primary level supervisory employee relations group is that position must supervise three or more lower-level employees, including the preparation and signing of their PARs.

effective date of upward reclassification would be March 19 2016. The appellant did not report to a Project Manager on that date. Thus, since it is unclear, DAS correctly based its determination on the reporting relationship.

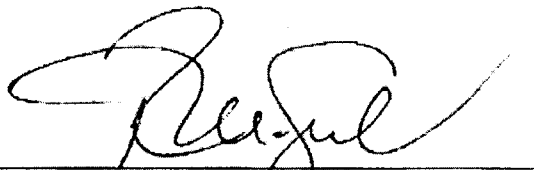
That said, DAS' determination indicated that the assignment of supervisory responsibility should be removed immediately from the position. Since that action was taken, the proper classification of the position is Administrative Analyst 3, Information Systems. Should the appointing authority wish to promote the appellant, it has the option of returning supervisory duties to the position. However, if the position should be later classified by a title in the primary level supervisory bargaining unit, the incumbent must supervise at least three positions, one of which is classified as a professional. In other words, simply reassigning him the one Information Technology Specialist position to supervise would not warrant reclassifying Mr. Cordani's position to Administrative Analyst 4, Information Systems. *See In the Matter of Rosemary Lynne Gash, Office of Information Technology* (CSC, decided April 19, 2017).

### ORDER

Therefore, the position of James Cordani was properly classified as Administrative Analyst 3, Information Systems.

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 16<sup>th</sup> DAY OF AUGUST, 2017



Robert M. Czech, Chairperson  
Civil Service Commission

Inquiries  
and  
Correspondence

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

**Attachment**

**c: James Cordani  
Douglas 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

August 9, 2016

Mr. James Cordani  
[REDACTED]  
[REDACTED]

**Re: Classification Appeal, Administrative Analyst 3, Information Systems  
AS Log # 02160402, Position # 006506, EID # 000313428**

Dear Mr. Cordani:

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, Dennis Corry.

**Issue:**

You are appealing that your current title of Administrative Analyst 3, Information Systems (P26) is not consistent with your current assigned duties and responsibilities. You contend that the title of Administrative Analyst 4, Information Systems (R29) is an appropriate title for your position.

**Organization:**

According to this submission, your position is located in the Division of Revenue and Enterprise Services, Information Systems. Dennis Corry, Database Analyst 1 (P29) functions as your official PAR supervisor. Your position is responsible for the direct supervision of one (1) Information Technology Specialist position.

**Finding of Fact:**

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

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- Supervising an Information Technology Specialist by planning, organizing, assigning the work, and evaluating employee performance and conduct.
- Creating a list of tasks for team members to complete and establishing timelines for projects.
- Implementing and executing project work plans to meet changing needs and requirements of the team in order to complete projects on time.
- Working with clients to determine their data processing requirements and needs.
- Tracking and reporting the status of information processing projects.
- Establishing and maintaining a liaison relationship between the Division of Revenue and Enterprise Services and outside agencies.
- Creating monthly progress reports to identify new projects, updating statuses of existing projects, identifying issues, and providing recommendations for issues that arise.
- Creating and managing a SharePoint site for each project to keep team members informed of progress and project deadlines.

**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 Administrative Analyst 4, Information Systems (50076G-R29) is an appropriate title for your position. The definition section of the job specification for this title states:

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"Under supervision of a manager or supervisory officer in a state department or agency, performs and supervises the analysis and evaluation of internal operations, business practices, methods, and techniques of an agency 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, recommends and/or approves IT policies and procedures; supervises staff and work activities; prepares and signs official performance evaluations for subordinate staff; does other related duties as required."

Your position is currently classified by the title Administrative Analyst 3, Information Systems (50075G-P26). The definition section of the job specification 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."

The Administrative Analyst 3, Information Systems and Administrative Analyst 4, Information Systems titles are similar in nature as they are part of the same title series. However, incumbents of the Administrative Analyst 4, Information Systems are responsible for supervising staff and work activities; and preparing and signing official performance evaluations for subordinate staff. More specifically, an Administrative Analyst 4, Information Systems performs and supervises staff responsible for the analysis and evaluation of internal operations, business practices, methods, and techniques of an agency to determine optimal solutions and/or approaches to satisfy agency information technology (IT) business



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needs/initiatives. It has not been established that your position supervises staff responsible for performing duties of this nature. Since it has not been established that you are supervising staff consistent with the Administrative Analyst 4, Information Systems title, that title is not appropriate for your position. Further, your position officially reports to a Database Analyst 1 (P29). Reclassifying your position to the Administrative Analyst 4, Information Systems (R29) title would create an inappropriate reporting relationship from a classification perspective. It is improper for a subordinate and supervisor to hold the same class code.

A review of your position finds that it serves as a project leader, and at times takes the lead over incumbents in the Administrative Analyst, Information Systems job series. Your position coordinates the work of others to develop, test, install, and modify applications, programs, and/or IT services; determines feasibility for automation and identifies problems or areas for improvements, and develops solutions; participates in and/or leads testing activities for new or enhanced systems, including the development of test data and scripts; ensures all testing is conducted and documented using established standards; analyzes information, processes, and/or statistical and operating reports to detect work backlogs and system problems; recommends and reviews recommendations for enhancements or new systems, application software, or services to improve production or workflow and to meet current and projected business needs; identifies risks relative to business procedures/processes and IT systems/services and takes the lead in the development of risk mitigation plans; acts as liaison between the department and involved parties such as, but not limited to, government agencies, vendors, and various external entities; and performs other related duties consistent with overseeing projects. The aforementioned duties and the preponderance of duties and responsibilities assigned to this position are descriptive of tasks typically performed by incumbents classified as an Administrative Analyst 3, Information Systems.

A comprehensive review and analysis of your position finds that the assigned duties and responsibilities of your position are properly classified by the title, Administrative Analyst 3, Information Systems.

**Determination:**

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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 Administrative Analyst 3, Information Systems (50075G-P26).

Further, please be advised that the Administrative Analyst 3, Information Systems title is not a supervisory title. Therefore, the assignment of supervisory responsibility should be removed immediately from this position.

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, Treasury Human Resources