



STATE OF NEW JERSEY

In the Matter of Shawna Johnson,
Department of Corrections

**FINAL ADMINISTRATIVE
ACTION
OF THE
CIVIL SERVICE COMMISSION**

CSC Docket No. 2017-3598

Classification Appeal

ISSUED: May 7, 2018

Shawna Johnson appeals the decision of the Division of Agency Services (Agency Services) that the proper classification of her position with the Department of Corrections is Social Worker 2, Corrections. The appellant seeks a Social Worker 1, Corrections classification.

The record in the present matter establishes that at the time the appellant filed her request for a classification review, her permanent title was Social Worker 2, Corrections. The appellant’s position is located in Sothern State Correctional Facility and she reports to Lauren Hildebrandt, Assistant Social Worker Supervisor Secured Facilities. The appellant does not have supervisory responsibility. The appellant sought a reclassification contending that her position would be more appropriately classified as Social Worker 1, Corrections. 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, Agency Services concluded that the appellant’s position is properly classified as Social Worker 2, Corrections.

On appeal, the appellant states that based on her educational background and the similarities between her current title and Social Worker 1, Corrections, it would be appropriate to reclassify her position. In this regard, she states that the only difference between the two classifications is that the Social Worker 1, Corrections title “may handle the more complex difficult cases.” The appellant also states that she exceeds the educational requirements for the Social Worker 1,

Corrections title and that her duties are similar in nature to Social Worker 1, Corrections, if not just as complex.

CONCLUSION

N.J.A.C. 4A:3-3.9(e) states that classification appeals must 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 the appeal. *Information and/or argument which was not presented at the prior level of appeal shall not be considered.*

The definition section of the job specification for Social Worker 2, Corrections states:

Under the direction of a supervisory officer in a State correctional institution or facility assumes a caseload of an appropriate number of inmates and provides counseling, assessment, and program planning services to these individuals; aids in informational and situational problem solving; does related work as required.

The definition section of the job specification for Social Worker 1, Corrections states:

Under the direction of a supervisory official in a State correctional institution or facility, assumes a caseload of an appropriate number of inmates, and provides counseling, assessment, program planning services to these individuals, as well as aid in informational and situational problem solving; may handle the more complex difficult cases; does related work as required.

In the present matter, the record demonstrates that the appellant's position is properly classified as Social Worker 2, Corrections. On her PCQ, the appellant's supervisor and division director disagreed with the appellant's description of her job duties, her cited percentages of time, and the title proposed. For example, her supervisor indicated that "Screening IM's for new group cycle" is not a weekly assignment as indicated by the appellant, but occurs throughout group cycles approximately every three months and only when a facilitator facilitates groups. While the appellant argues that there is no real distinction between the two titles, all levels in a title series are expected to perform the breadth of duties for the assigned facility. The difference between the levels is denoted by the level of expertise acquired by the incumbent, which is objectively delineated by the level of supervision required and the complexity of work that can be accomplished when

working independently, taking initiatives, and making judgments in the planning and execution of assignments. Further, 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.

With respect to her argument that she exceeds the educational requirements for Social Worker 1, Corrections, 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, decided June 24, 2009). As such, a title's open competitive requirements and selection criteria are not relevant to position classification reviews.

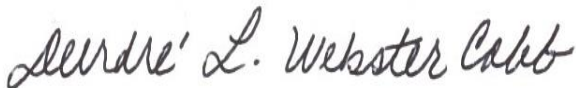
Accordingly, a thorough review of the information presented in the record establishes that the appellant's position is properly classified as a Social Worker 2, Corrections and she has not presented a sufficient basis to establish that her position is improperly classified.

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
2nd DAY OF MAY, 2018



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