



STATE OF NEW JERSEY

In the Matter of Imelda Wollert,
Ewing Township

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

CSC Docket No. 2017-3684

Classification Appeal

ISSUED: MAY 7, 2018

Imelda Wollert, represented by Dudley Burdge, Senior Staff Representative, Communications Workers of America, Local 1032, appeals the decision of the Division of Agency Services (Agency Services) that the proper classification of her position with Ewing Township is Keyboarding Clerk 2. The appellant seeks a Keyboarding Clerk 3 or Technical Assistant to the Construction Official 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 a Keyboarding Clerk 2. The appellant's position is located in the Department of Economic Development, Ewing Township, and she reports to Lisa Gachetti. The appellant does not have supervisory responsibility. The appellant sought a reclassification contending that her position would be more appropriately classified as Keyboarding Clerk 3. 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 Keyboarding Clerk 2.

On appeal, the appellant states that in the course of her daily work she independently performs duties that are appropriate to the title Technical Assistant to the Construction Office. Although provided the opportunity, she does not provide any additional argument or information in support of her appeal to the Civil Service Commission (Commission).

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.*

In this matter, although provided the opportunity, the appellant has not provided any information on appeal to the Commission or statements as to which portions of Agency Services' determination she disputes. Therefore, since the appellant has not provided any basis for her appeal to the Commission, she has not sustained her burden of proof.

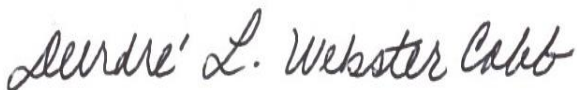
Accordingly, a thorough review of the information presented in the record establishes that the appellant's position is properly classified as a Keyboarding Clerk 2 and she has not presented a sufficient basis to establish that her position is improperly classified.

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



Deirdre L. Webster Cobb
Chairperson
Civil Service Commission

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and
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