



STATE OF NEW JERSEY

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

In the Matter of Serena Falzini,
Department of the Treasury

Classification Appeal

CSC Docket No. 2018-1333

ISSUED: MAY 25, 2018

(HS)

Serena Falzini appeals the determination of the Division of Agency Services (Agency Services) that her position with the Department of the Treasury is properly classified as a Software Development Specialist 1. The appellant seeks a Software Development Specialist 2 job classification in this proceeding.

The record in the present matter establishes that at the time of her request for a classification review, the appellant was permanent in the title of Forms Analyst 2. Her position was assigned to the Division of Pensions and Benefits, Client Services Education, Communication and Correspondence. Agency Services received the appellant's request and performed a review of all submitted information, including a Position Classification Questionnaire. Agency Services found that the primary duties and responsibilities of the appellant's position entailed, among other things: overseeing the development/coding and posting of material to the Division of Pensions and Benefits' internet, intranet and sub-website by a Software Development Specialist Assistant; preparing, reviewing and posting material for the Division of Pensions and Benefits' website, as initiated by the Treasurer's office; coordinating with the Director's office and Financial Bureau's management office in the production, designing and editing of the Division's Comprehensive Annual Financial Report; providing technical advice to the Office of Communication's members regarding design, process, software, printing and web technology arenas; proofreading information prior to posting information to the internet or finalizing print publications; and compiling a monthly report for the unit manager. The November 2, 2017 review by Agency Services determined that the

duties and responsibilities of the appellant's position were commensurate with the title Software Development Specialist 1.¹

On appeal to the Civil Service Commission, the appellant contends, among other things, that Agency Services neglected to mention and consider one of her most critical responsibilities, the redesign of her Division's website. She maintains that this task meets the definition section of the job specification for Software Development Specialist 2 as she has consulted with higher-level staff in the development and redesign of the website, promptly resolved issues, and maintained the website on a daily basis.

CONCLUSION

N.J.A.C. 4A:3-3.9(e) states that in classification appeals, the appellant shall provide 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.

The definition section of the job specification for Forms Analyst 2 states:

A position in this job category typically leads a team or other group of nonsubordinates in assigned tasks; determines format, size and arrangement of forms; analyzes forms for determination of effectiveness, possible change or update; designs layouts of graphic or printed materials; writes and reviews form specifications for bid proposals; consults with outside agencies or individuals.

The definition section of the job specification for Software Development Specialist 2 states:

Under limited supervision in a State or local government agency, performs analysis, consulting, design, programming, maintenance and/or support work on software for information technology services; participates in the resolution of complex problems through consultation with higher-level technical staff; may coordinate projects and serve as a technical mentor/coach to lower level staff; may develop web applications or websites; does other related duties.

The definition section of the job specification for Software Development Specialist 1 states:

¹ Agency records indicate the appellant received a regular appointment to the noncompetitive title of Software Development Specialist 1 effective August 19, 2017.

Under close supervision and monitoring in a State or local government agency, performs analysis, maintenance, programming and support work on modules of existing systems; may develop web applications or websites; does other related work.

At the outset, it should be noted that in making classification determinations, emphasis is placed on the definition section of the job specification. *See In the Matter of Darlene M. O'Connell* (Commissioner of Personnel, decided April 10, 1992). As indicated above, an individual serving in the title of Software Development Specialist 2 is expected to participate in the resolution of complex problems through consultation with higher-level technical staff. However, absent from the record is any indication that the appellant's position is responsible for work of such nature. For example, the appellant argues on appeal that she consulted with higher-level staff in the development and redesign of the website, promptly resolved issues, and maintained the website daily. Nevertheless, she does not indicate that the staff she consulted with were higher-level *technical* staff or that she participated in the resolution of *complex* problems. As to the appellant's contention that Agency Services' determination did not mention or consider her responsibility for website redesign, it is noted that all of the appellant's duties and responsibilities were reviewed and the entire record has once again been thoroughly reviewed in conjunction with the appellant's appeal. Typically, classification determinations list only those duties that are considered to be the primary focus of the appellant's duties and responsibilities that are performed on a regular, recurring basis. *See In the Matter of David Baldasari* (Commissioner of Personnel, decided August 22, 2006). A thorough review of the information presented in the record establishes that the appellant's position is properly classified as a Software Development Specialist 1, 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, and the position of Serena Falzini is properly classified as a Software Development Specialist 1.

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 23RD DAY OF MAY, 2018



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