



STATE OF NEW JERSEY

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

In the Matter of Annette Agabiti,
Department of the Treasury

CSC Docket No. 2018-1600

Classification Appeal

ISSUED: SEPTEMBER 24, 2018 (SLK)

Annette Agabiti appeals the determination of the Division of Agency Services (Agency Services) that the proper classification of her position with the Department of the Treasury is Technical Assistant 3. The appellant seeks a Technical Assistant 2, Treasury (Technical Assistant 2) classification.

The record in the present matter establishes that the appellant's permanent title is Technical Assistant 3. The appellant sought reclassification of her position, alleging that her duties were more closely aligned with the duties of a Technical Assistant 2. The appellant is assigned to the Division of Revenue and Enterprise Services, Enterprise Revenue-Business Services, Commercial Information Services and reports to William Gephart, Supervisor, Information Recording and Control, Treasury. The appellant has no direct supervisory responsibility. In support of her request, the appellant submitted a Position Classification Questionnaire (PCQ) detailing the different duties that she performs. Agency Services reviewed and analyzed the PCQ completed by the appellant and all information and documentation submitted. Agency Services found that the appellant's primary duties and responsibilities entailed, among other things, entering information into the SAVI Contract Compliance Database, conducting initial review of Collection Agency Bonds Applications, processing apostille/certifications, processing notary applications, ensuring completed filings are organized for image processing and/or final storage and responding to customer inquiries. In its decision, Agency Services determined that the duties performed by the appellant were consistent with the definition and examples of work included in the job specification for Technical Assistant 3.

On appeal, the appellant presents that she performs the following duties: (1) reviewing and verifying eligibilities ensuring that the data is compliant with statutes and regulations; (2) reviewing and verifying payment information in accordance with statutes and regulations; (3) determining the payment accuracy and authorizing proper adjustments when needed to an overpayment or underpayment; (4) corresponding with State/county officials and members of the public, responding to complicated inquiries and providing high level of technical assistance; (5) reviewing and verifying tax returns supplied for the Minority Women Owned Business unit to determine the eligibility in accordance with statutes and regulations; (6) updating daily and weekly reports and verifying their accuracy; (7) maintaining files and records; (8) attending mandatory conferences to promote the different units within the Division and conferring with other representatives, State/county officials and members of the public; (9) providing training to others for the processing of all applications; (10) developing training manuals which are utilized during training sessions; and (11) calculating the tax revenue within the Minority Women Owned Business unit for awarding certifications and registrations. The appellant argues that these duties are consistent with a Technical Assistant 2 classification.

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 Technical Assistant 3 states:

Under supervision of a supervisory official in a State department or agency or a local jurisdiction, performs technical functions in providing information and assistance in reviewing and verifying data of a routine nature; does other related duties.

The definition section of the job specification for Technical Assistant 2 states:

Under the direction of a Technical Assistant 1, Treasury or other supervisory official in the Department of the Treasury, or, in the Lien Section, Office of the Public Defender collects, reviews and verifies data from forms, claims, applicants, returns, assessments, proposals, and error listings, determines the completeness and accuracy of information, benefits, and/or liability reported or calculated; makes routine eligibility, award, and liability determinations and calculations; does related work.

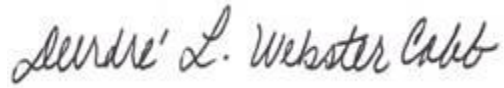
In this present matter, a review of the appellant's PCQ indicates that she spends 25 percent of her time performing data entry, various technical functions and other duties concerning the unified certification application for different units within the Division, 20 percent of her time verifying the completeness of the bond application, 20 percent of her time performing duties for the apostille/certifications including reviewing and extracting information from the application/cover letter for processing of the document to be using in another county, 10 percent of her time performing quality assurance duties for the apostille/certifications and 10 percent of her time training others in various areas. Further, her immediate supervisor indicated that her most important duty was processing applications and the skills that she needed to perform her duties included knowledge of certain databases and customer service. Additionally, a review of the resume that the appellant submitted to Agency Services indicated that her duties were "reviewing, prepping, processing data entry, filing documents such as notary applications, notary changes, apostille/certifications, collection agency bond applications, bond riders, status report...customer service, answering phones, filing in on the hotline, front desk clerk, emails and salesforce," and "reviewing, prepping processing, data entry, filing documents such as small business enterprise, minority business enterprise, women owned business enterprise, veteran owned business enterprise, [and] annual verifications." A review of the job specifications indicates that the main difference between the two titles is that a Technical Assistant 2 performs routine eligibility, award, and liability determinations and calculations while a Technical Assistant 3 does not. However, the appellant's submissions to Agency Services indicated that she was not performing these duties. Instead, it is clear based on the appellant's PCQ, resume and supervisor's comments that her duties are consistent with a Technical Assistant 3 classification.

ORDER

Therefore, it is ordered that this appeal be denied, and the position of Annette Agabiti is properly classified as Technical Assistant 3.

This is the final administrative determination in this matter. Any further review is to be pursued in a judicial forum.

DECISION RENDERED BY THE
CIVIL SERVICE COMMISSION ON
THE 20th DAY OF SEPTEMBER, 2018



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