

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 Senior Purchasing Assistant states:

Under direction, takes the lead and/or performs the more responsible and complex work involved in the purchasing of materials and supplies; does related duties as required.

The definition section of the job specification for Principal Purchasing Assistant states:

Under direction, has charge of, supervises, and participates in the work of a unit engaged in the requisitioning or purchasing of materials, supplies, and services; does related work as required.

It is long-standing policy that upon review of a request for position classification, when it is found that the majority of an incumbent's duties and responsibilities are related to the examples of work found in a particular job specification, that title is deemed the appropriate title for the position. Also, the outcome of position classification is not to provide a career path to the incumbents, but rather is to ensure that the position is classified in the most appropriate title available within the State's classification plan. *See In the Matter of Patricia Lightsey* (MSB, decided June 8, 2005), *aff'd on reconsideration* (MSB, decided November 22, 2005).

In making classification determinations, emphasis is placed on the Definition section to distinguish one class of positions from another. The Definition portion of a job specification is a brief statement of the kind and level of work being performed in a title series and is relied on to distinguish one class from another. On the other hand, the Examples of Work portion of a job description provides typical work assignments which are descriptive and illustrative and are not meant to be restrictive or inclusive. *See In the Matter of Darlene M. O'Connell* (Commissioner of Personnel, decided April 10, 1992). The Principal Purchasing Assistant is a supervisory title, and the appellant's position does not involve supervision over other individuals engaged in requisitioning or purchasing on a consistent, daily

basis. The appellant confirms that she was the sole employee involved in purchasing, which verifies that she is not a supervisor. Thus, a Principal Purchasing Assistant title is inappropriate for this position

Next, classification determinations are based on the *primary* functions assigned to the position, and in this case purchasing duties are performed 60% of the time. The appellant included taking inventory, handling work performed by outside contractors, preparing payroll, scheduling, and filing for grants, which she performs 40% of the time, on her PCQ. Nevertheless, the primary duties of the position fall within the parameters of the definition for Senior Purchasing Assistant.

Accordingly, a thorough review of the entire record fails to establish that Allison Price has presented a sufficient basis to warrant a Principal Purchasing Assistant classification of her position.

ORDER

Therefore, the position of Allison Price is properly classified as a Senior Purchasing Assistant.

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 9th DAY OF MAY, 2019



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