



STATE OF NEW JERSEY

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

In the Matters of Hassan Bilal, *et al.*,
Newark School District

Classification Appeals

CSC Docket Nos. 2022-64, *et al.*

ISSUED: NOVEMBER 1, 2021 (HS)

Hassan Bilal, Kevin Gobin, and Giancarlo Russa appeal the determinations of the Division of Agency Services (Agency Services) that their positions with the Newark School District (NSD) are properly classified as a Systems Analyst. The appellants seek Senior Systems Analyst job classifications in this proceeding. These matters have been consolidated due to similar issues presented.

The record in the present matters establishes that at the time of the position reviews, the appellants were assigned to the Division of Information Services. Agency Services reviewed, among other things, the appellants' Position Classification Questionnaires (PCQs).

Bilal did not indicate on his PCQ that he assigned work or reviewed the completed work of employees. In its determination, Agency Services noted that Bilal's position developed, maintained, edited, and updated data in various enterprise resource planning (ERP) systems including KRONOS, PEOPLESOFT, and AESOP; retrieved, collated, and analyzed data from ERP systems utilized by the NSD; implemented various technical and functional processes in the ERP systems; performed analysis and data visualization of public school data using R-Studio, MS Excel, Python, and other software; developed and executed SQL statements in Oracle; developed and updated WIM Interfaces as required for various business processes in KRONOS; developed Hyperfind Queries, deploying customized and core reports in KRONOS; developed, implemented, and updated all of the necessary building blocks pertaining to Accrual Profiles, Cascading Profiles,

and other functions in KRONOS; and prepared clear, sound, and accurate reports based on underlying data recorded in various ERP systems.

Gobin did not indicate on his PCQ that he assigned work or reviewed the completed work of employees. In its determination, Agency Services noted that Gobin's position identified and analyzed technology needs or requirements, reported findings, and developed and implemented solutions; conducted feasibility studies of existing systems and proposed necessary enhancements to management; evaluated software based on needs of the user and made recommendations to management for purchase and development; generated and evaluated reports of productivity and performance and the possible end of life/replacements for software such as Microsoft Operating Systems, Apple Operating Systems, Google Android Operating systems, and Active directory; analyzed and developed system availability metrics for servers, switches, controllers, and access points to discover trends such as updates and patches; conducted site survey in order to implement new technology or improve existing technology which involves analyzing current resources at a location to work with a variety of technologies needed; and monitored and analyzed disc capacity report and took appropriate actions to ensure adequate disk space was available.

Russa did not indicate on his PCQ that he assigned work or reviewed the completed work of employees. In its determination, Agency Services noted that Russa's position identified and analyzed end-user system needs or requirements/solutions, reports on the feasibility and implementation of a solution of the current system; planned, created, or modified systems based on the analyzed needs or requirements; planned and tested any newly created or existing systems in a testing environment away from production; generated and analyzed reports on end-user issue reports for efficiency, utilization, and age for possible system upgrade or end of life replacement; monitored and analyzed end-user system issue reports and took corrective action as needed; analyzed and evaluated the need for documentation for systems; monitored and analyzed disk capacity reports and took appropriate actions to ensure adequate disk space was available; evaluated the total cost of ownership, cost of training, and support of systems before making recommendations to management; monitored and analyzed network traffic for anomalies and took corrective action; and analyzed, planned, and implemented system field projects/deployments that are then handled by both Transtec consultants and Information Services field personnel.

Agency Services highlighted that Senior Systems Analyst is a lead worker title but that the appellants' positions did not act in such capacity. Agency Services found that their assigned duties and responsibilities were commensurate with the title of Systems Analyst. The classification of Gobin's and Russa's respective positions was to remain unchanged as they were permanent in the title of Systems

Analyst at the time of their position reviews. Bilal was to be appointed to Systems Analyst with an effective date of July 22, 2019.¹

On appeal to the Civil Service Commission, Bilal argues that his PCQ does not adequately represent the lead worker duties that are part of his “current” duties and that he is qualified for the Senior Systems Analyst title as provided in the job specification. Gobin and Russa claim that they lead employees involved in projects assigned to them.

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 Systems Analyst states:

Under direction, plans, conducts, and develops complex analytic studies of existing operations and programs to determine feasibility of conversion to data processing system; organizes and directs the execution of systems analysis and design tasks performed by assigned systems analysts; does other related duties as required.

The definition section of the job specification for Systems Analyst states:

Under direction, plans, conducts, and develops analytic studies of existing operations and programs to determine feasibility of conversion to a data processing system; does other related duties as required.

The two titles are distinguished by the fact that Senior Systems Analyst is a lead worker title, while Systems Analyst is not. In this regard, not only does the definition section of the job specification for Senior Systems Analyst state that the incumbent “organizes and directs the execution of systems analysis and design tasks performed by assigned systems analysts” but one of the examples of work listed in the specification states that the incumbent “[t]akes the lead over systems analysts in systems analysis and programming work involved in electronic data processing functions.” A leadership role refers to those persons whose titles are non-supervisory in nature but are required to act as a leader of a group of employees in titles at the same or a lower level than themselves and perform the same kind of work as that performed by the group being led. Duties and

¹ Bilal’s appointment has not yet been entered into the County and Municipal Personnel System.

responsibilities would include training, assigning, and reviewing work of other employees on a regular and recurring basis, such that the lead worker has contact with other employees in an advisory position. *See In the Matter of Henry Li* (CSC, decided March 26, 2014); *In the Matter of Catherine Santangelo* (Commissioner of Personnel, decided December 5, 2005).

It should be noted that the foundation of position classification, as practiced in New Jersey, is the determination of duties and responsibilities being performed *at a given point in time* as verified by this agency through an audit or other formal study. Agency Services properly found, based on the record before it, that the appellants were not performing lead worker duties at the time of the position reviews, and it may proceed to implement its determination with respect to Bilal's position. Notably, in this regard, the appellants did not indicate on their PCQs that they assigned work or reviewed the completed work of employees. Although Bilal argues that he meets the qualifications for Senior Systems Analyst, an employee's 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). Further, the appellants suggest that they are currently performing lead worker duties. However, information or argument which was not presented at the prior level of appeal cannot be considered. *See N.J.A.C. 4A:3-3.9(e)*. As such, if the appellants believe that the duties they currently perform warrant reclassification, they must file new position review requests pursuant to *N.J.A.C. 4A:3-3.9*.

ORDER

Therefore, it is ordered that these appeals be denied.

This is the final administrative determination in these matters. Any further review should be pursued in a judicial forum.

DECISION RENDERED BY THE
CIVIL SERVICE COMMISSION ON
THE 27TH DAY OF OCTOBER, 2021



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- c. Hassan Bilal (2022-64)
- Kevin Gobin (2022-16)
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