



STATE OF NEW JERSEY

:
 : **FINAL ADMINISTRATIVE ACTION**
 : **OF THE**
 : **CIVIL SERVICE COMMISSION**
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 : **Classification Appeal**
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In the Matter of Timothy London,
Trenton

CSC Docket No. 2021-681

ISSUED: NOVEMBER 1, 2021 (RE)

Timothy London appeals the decision of the Division of Agency Services (Agency Services) which found that his position with Trenton is properly classified as Meter Worker 2. The appellant seeks a Geographic Information System Specialist 1, 2, 3 or Trainee job classification in this proceeding.

The appellant was hired as a Water System Distribution Technician and regularly appointed by Qualifying Examination to Water Meter Reader on September 16, 2011. Thereafter, he filed a request for a position classification review as he believed it will be properly classified in the Geographic Information System Specialist title series. Agency Services conducted a classification review, including reviewing all relevant documentation. The position is located in the Department of Water and Sewer, and was supervised by a Supervising Engineer at the time, and had no supervisory responsibilities. The review found that the appellant’s assigned duties and responsibilities, as detailed in Agency Services’ decision, were commensurate with the title of Meter Worker 2. This is due to the fact that the title Water Meter Reader was made archaic as a part of the consolidation of the Meter Worker title series on October 5, 2011. *See In the Matter of The Division of State and Local Operations requests the consolidation and verbiage changes of various Meter Worker local government titles within Occupational Group 81 (Occupations in Infrastructure and Structural Repair and Maintenance)* (CSC, decided October 5, 2011). As the title was designated as archaic, the appellant has remained in the Water Meter Reader title.

On appeal, the appellant argues that he has not nor have ever performed duties as a Water Meter Reader. In support, the appellant provides the Emergency Team Chain of Command list, Trenton Water Works (TWW) lists him as a Geographical Information System (GIS) Specialist. He presents in his Position Classification Questionnaire (PCQ) that he has been performing GIS duties since 2008 and drafting duties since 1995. The appellant explains that he maintains the TWW mapping system (water mains, valves, hydrants, tanks, etc..) in ArcGIS and AutoCAD. The appellant argues that GIS duties are in none of the job specifications for Meter Reader, Meter Worker 2, or Water Repair 2. Rather, as stated in Agency Services' determination, he performs tasks from titles in the GIS Specialist title series, as he is responsible for the GIS mapping necessary to support Trenton Water Works.

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 Meter Worker 2 states:

Under direction, takes the lead over other workers engaged in the reading of water meters and/or performs the more difficult and responsible tasks involved in the reading of water meters; does related work as required.

The definition section of the job specification for Geographic Information System Specialist 3 states:

Under supervision of a higher-level Geographic Information System (GIS) Specialist or other supervisory official, performs professional GIS work relating to the geographic analysis of environmental parameters and or/other factors, image processing, interpretation, and application of remote sensing data; performs geographic data digitizing; operates all computer hardware and software associated with the Geographic Information System; does related duties.

The definition section of the job specification for Water Repairer 3 states:

Assists in supervising and functions as a lead worker over a group of employees engaged in the installation, maintenance, and repair of

pipes, valves, pumps, hydrants, and other water service equipment; does other related duties as required.

It is noted that titles are categorized as professional, para-professional or non-professional. *N.J.A.C.* 4A:4-2.5(a)1 states that professional titles require at least a Bachelor's or higher-level degree, with or without a clause to substitute experience. Professional work is predominantly intellectual and character, as opposed to routine mental, manual, mechanical or physical work, and it involves the consistent exercise of judgment. It is basically interpretive, evaluative, analytical and/or creative, requiring knowledge or expertise in a specialized field of knowledge. This is generally acquired by a course of intellectual or technical instruction, study and/or research at an institution of higher learning or acquired through an in-depth grasp of cumulative experience. However, there must be thorough familiarity with all the information, theories and assumptions implicit in the chosen field. Persons in professional work should be able to perceive, evaluate, analyze, formulate hypothesis, and think in the abstract. Positions are considered professional when the work requires ***application*** of professional knowledge and abilities, as distinguished from either the desirability of such application or the simple possession of professional knowledge and abilities. Conversely, *N.J.A.C.* 4A:4-2.5(a)2 states that para-professional titles require at least 60 general college credits or 12 or more specific college credits, with or without a clause to substitute experience. Also, *N.J.A.C.* 4A:4-2.5(a)3 states that non-professional titles require less than 60 general college credits or less than 12 specific college credits.

The GIS title series is professional in nature, as the titles require a Bachelor's degree. Examples of work include: performing data acquisition, data reformatting and application of GIS and image processing software (i.e. assigned classifications, feature enhancement, area calculation) for application to agency projects, activities, and issues; performs integration of satellite-acquired data with the agency GIS for analysis of spatial distributions and display of results as computer-generated maps and/or photographic images; performing and coordinating data base development at the technical level; performing data acquisition taking measures to ensure quality control of conventional data capture, designing coding conventions to ensure compatibility with geographic files, performing and instructing users in data entry and editing procedures, and coordinating the creation of SAS data bases from reformatted data files; writing, testing, fully documenting, and maintaining statistical programs to perform complex statistical routines and to generate reports, which may then be input to GIS software, and other professional tasks.

On the PCQ he submitted to Agency Services, the appellant indicated that he acts as liaison to various agencies, both State and Local, regarding GIS efforts; oversees internal and external GIS projects; assigns and reviews work of department employees engaged in various tasks ranging from clerical to

construction crews and contractors; designs, develops, and implements training sessions for GIS hardware and software; and maintains GIS server to ensure information is accurate and up to date. The appellant he uses the GIS system in water maintenance projects, and did not indicate work with image processing, interpretation, and application of remote sensing data, or performing geographic data digitizing. The appellant maintains this system, and much of his time includes assisting other departments in creation mapping needs, coordinating data sharing and distribution, providing advice on GIS/GPS equipment and on questions or problems, providing maps or shapefiles, fixed asset mapping, valve operation and cleaning and lining mapping. He indicated that his most difficult task, performed 10% of the time, is to work with contractors during installation of water main extensions by verifying locations and providing advice on quantities of materials, and supervising field water system distribution shutdowns to minimize disruptions. He determines which valves can be opened or closed without breaking and which fire hydrants should be opened to optimize flushing, traces water leakages in buildings, and oversees work crews in the repair and maintenance of pipes, valves, hydrants, and tapping of water mains. This position includes a hybrid of duties involving GIS locations of pipes and valves, and maintenance of a building or water management system. As such, these duties represent an evolution in water systems maintenance, upgrading maps to a GIS, and relying on the GIS to maintain water systems. A majority of the appellant's duties pertain to GIS on a technical level; however, this title is the best fit for the duties.

The duties are not those of a Meter Worker 2. The appellant has responsibility for the GIS system including implementing and monitoring a system used for compiling, storing, retrieving, and processing information unique to the unit. Additionally, the appellant uses the GIS system for the maintenance and repair of the water works. The definition for Water Repairer 3 describes the portion of the duties that the appellant claims is most important, but not the portion of his duties which he performs the majority of his time. Given these circumstances, the best fit for the position at the moment is Geographic Information System Specialist 3.

The appellant has indicated that he has performed Geographic Information System Specialist duties since 2008. The examination requirements for this title are possession of a Bachelor's degree and two years of experience with geographic information systems including computer graphics and computer hardware digitizing procedures. Applicants who do not possess the required education can substitute experience on a year-for-year basis. It is unknown if the appellant possesses any college credits, but he has accrued the required experience per substitution clause for education, on an out-of-title basis, to satisfy the open-competitive requirements for Geographic Information Systems Specialist 3. Therefore, upon issuance of a promotional announcement to fill the subject position, the appellant should apply

and is instructed to include a copy of this determination with any application he files for a Geographic Information System Specialist 3 examination.

Accordingly, a thorough review of the entire record indicates that Timothy London has presented a sufficient basis to warrant a Geographic Information System Specialist 3 classification of his position.

ORDER

Therefore, this appeal is granted in part and it is ordered that the position of Timothy London be classified as Geographic Information System Specialist 3.

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 27TH DAY OF OCTOBER, 2021



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