



**STATE OF NEW JERSEY**

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

In the Matter of Dorothy Jo Walters,  
Gloucester County

CSC Docket No. 2022-2646

Classification Appeal

**ISSUED: AUGUST 3, 2022 (RE)**

Dorothy Jo Walters appeals the decision of the Division of Agency Services (Agency Services) that the proper classification of her position with Gloucester County is Welder. She seeks a classification of Senior Welder in these proceedings.

By way of background, in a Position Classification Questionnaire (PCQ) received by Agency Services, the appellant submitted a request for classification review arguing that her duties were not consistent with her permanent title of Welder. In support of that request, the PCQ detailed the duties performed in the position. Agency Services reviewed and analyzed the PCQ, as well as other information and documentation provided. The appellant is assigned to the Gloucester County, Department of Public Works, reports to a Road Repairer Supervisor, and has no supervisory responsibility. In its March 22, 2022 decision, Agency Services determined that the duties performed were consistent with the definition and examples of work included in the job specification for Welder.

On appeal, the appellant indicates that she oversees numerous Highway, Emergency Response Radio Technician, Fleet Management, and Sign Shop employees in the weld shop daily. All of the work performed in the weld shop is determined, instructed and supervised by her alone. Employee safety and the safe operation of all equipment in the Weld Shop is in direct correlation to her training, expertise and supervision. She decides which employee has been trained by her supervision and has the knowledge of all equipment used for various jobs in the weld shop. If they do not have the knowledge, she trains and supervises all operations in the weld shop. During summer months, she supervises and trains

employees on the repair and replacement of parts on mowers, tractor and the additional pieces of equipment. During winter months, she assigns all repair task to plows and snow removal systems to each individual or the person operating the machine that requires repair under her supervision, including all Highway, Fleet Management, and seasonal employees from various departments.

## 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 Welder states:

Under direction, performs various tasks in electric arc and oxyacetylene welding and cutting; maintains, repairs, rebuilds, and fabricates metal equipment and tools; may prepare or work from sketches, plans, and specifications in accord with approved trade practices; takes the lead over and gives suitable assignments to those assigned as helpers; does other related duties as required.

The definition section of the job specification for Senior Welder states:

Under direction, takes the lead over employees engaged in welding and performs various tasks in electric arc and oxyacetylene welding and cutting; maintains, repairs, rebuilds, and fabricates metal equipment and tools; may prepare or work from sketches, plans, and specifications in accord with approved trade practices; does other related duties as required.

First, the Senior Welder title is a lead worker title. Taking the lead is the distinguishing characteristic that has been traditionally utilized in considering whether a position should be classified at the requested title. An incumbent in a leadership role refers to 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 lower level than themselves and perform the same kind of work as that performed by the group being led. *See In the Matter of Catherine Santangelo* (Commissioner of Personnel, decided December 5, 2005). Duties and 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. However, such duties are considered non-supervisory since they do not include the responsibility for the preparation of performance evaluations.

The definition of lead worker does not include assisting staff from other units or agencies, or being responsible for or being the sole expert in an area, or dispensing recommendations, advice and information to others. Being a lead worker involves mentoring others in work of the title series. It also includes assigning and reviewing the work of others, and guiding people, specifically, coworkers involved in the same type of work. The record does not establish that the appellant functions as a lead worker over employees performing the same kind of work on a consistent, daily basis, and the information that she provides on appeal also does not establish that she is taking the lead over other Welders.

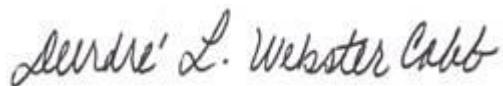
Accordingly, a thorough review of the entire record indicates that Dorothy Jo Walters has not presented a sufficient basis to warrant a Senior Welder classification of her position.

### ORDER

Therefore, it is ordered that this appeal be denied.

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 3<sup>RD</sup> DAY OF AUGUST 2022




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