

fonts, tabs, text boxes, selection and sizing tools; and utilizing other digital files such as jpeg, tiff, and .pdf within Adobe Illustrator and InDesign; I am responsible for the creation of digital files that include, but are not limited to: letterhead, business cards, banners, envelopes, various other stationary, and forms as per the specification on the customer submitted TAP-99 (order form) and other supporting source documents. If the TAP-99 does not require a proof, I am solely responsible for utilizing the rulers, selection, text, and margin tools in Adobe Illustrator and InDesign; the 3 years of offset printing experience and knowledge I possess; and any customer supplied documents to lay out and position digital text and artwork correctly and precisely to be used in the creation of a digital file.” The appellant provided similar lengthened descriptions for other aspects of his work.

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 Printing Machine Operator 2 states:

A position in this job category typically set-ups, operates, repairs, and cleans various printing operation equipment such as offset presses, cutting machines, and copiers; determines appropriate printing material; determines appropriate printing techniques; determines printing styles, and reviews finished items; does other related duties.

Level 2

A position at this level is typically an experienced worker proficient in the use of various printing machines and other related equipment. Works independently or may lead a team or other group of subordinates in assigned tasks.

The definition section of the job specification for Printing Operations Technician 1 states:

A position in this category typically analyzes printing requests; determines appropriate printing techniques; estimates the quantity of time, costs, materials or personnel for assignments; consults with vendors or contractors; provides technical advice to staff; sets up, operates, and adjusts copier machines.

Level 1

A position at this level typically performs entry level tasks for the job category.

A review of the duties of the appellant's position indicates that they more closely match the job description for Printing Machine Operator 2 than Printing Operations Technician 1. 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). Further, volume of work or how well or efficiently an employee does his or her job, their length of service, and their qualifications have no effect on the classification of a position currently occupied, as *positions*, not employees, are classified. Also, the fact that some of an employee's assigned duties may compare favorably with some examples of work found in a given job specification is not determinative for classification purposes, since, by nature, examples of work are utilized for illustrative purposes only. Moreover, it is not uncommon for an employee to perform some duties which are above or below the level of work which is ordinarily performed.

On the PCQ he submitted to Agency Services, the appellant stated that for 40% of his time, he performs the work necessary to ensure the accuracy, packaging, and delivery of orders. For 15% of the time, he identifies and corrects printing issues, provides technical support to staff regarding the equipment, and operates the cutter and changes the blade. Both of these duties fall squarely into the responsibility of Printing Machine Operator 2, and take up more than half of his time.

For 30% of the time, the appellant states that he determines graphic arts techniques, layout, creation of art, and the design of forms for proper utilization by using Adobe InDesign and Adobe Illustrator; and creates plates for use on various offset presses by calculating spacing for placement of artwork, text or seals. While this is generally performed by a Printing Operations Technician 1, the duties of "designs layouts of graphic or printed materials" and "determines appropriate graphic arts techniques" and are listed as Examples of Work in the job specification for Printing Machine Operator 2.

For the remaining 15% of the time, the appellant's duties involve programing, layout, modification, and sequencing of digital files for printing, and setting up, operating, and adjusting digital copiers. Neither job specification mentions digital copiers, although both set up and operate copiers.

The titles are closely aligned. However, the difference lies in the level and scope of responsibilities. The Printing Operations Technician 1 performs more front-end duties such as determining appropriate printing techniques and estimating the quantity of time, costs, materials or personnel for assignments. The responsibilities are oriented towards printing and graphic arts techniques, layout, equipment, and supplies. The Printing Machine Operator 2 sets up, operates, repairs, and cleans equipment, determines appropriate printing material and techniques, determines printing styles, and reviews finished items. The majority of the appellant's duties fall into this category. The fact that a job description includes tasks not performed by an employee or the fact that the employee performs tasks not specifically listed in a job description is not, in itself, evidence of position misclassification. The Examples of Work on the job specification for Printing Machine Operator 2 are not all-inclusive of the appellant's duties, but the duties of the position are accurately described therein.

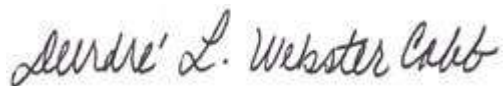
Accordingly, a thorough review of the entire record fails to establish that Aldo Morales has presented a sufficient basis to warrant a Printing Operations Technician 1 classification of his position.

ORDER

Therefore, the position of Aldo Morales is properly classified as a Printing Machine Operator 2.

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 24TH DAY OF AUGUST, 2022



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