



B-32

STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION
OF THE
CIVIL SERVICE COMMISSION

In the Matter of Joe Lin, Department
of the Treasury

Classification Appeal

CSC Docket No. 2015-621

ISSUED: MAR 10 2015 (LDH)

Joe Lin appeals the attached decision of the Division of Classification and Personnel Management (CPM) that the proper classification of his position with the Department of the Treasury is Administrative Analyst 3, Data Processing. Lin seeks an Administrative Analyst 2, Data Processing classification.

The record in the present matter establishes that Lin is currently serving in the permanent title of Administrative Analyst 3, Data Processing. Lin's position is located in the Division of Taxation, Department of the Treasury. Lin pursued the matter of his classification with CPM. CPM reviewed all documentation supplied by Lin and performed a telephone audit of his position. CPM found the duties and responsibilities of Lin's position entailed maintaining and developing form definition facility modules for the Property Tax Relief program; making standard yearly updates in addition to any adjustments and legislative changes to the tax program; coordinating the review and testing of software developer form packages and ensuring that vendor submissions meet Division of Taxation specifications; coordinating requests for data processing services; creating systems notices, systemic programming and process scheduling; providing technical assistance to Division of Taxation mainframe users by investigating problematic forms and other requests; developing specifications, forms, grids, and test data for the generation of Property Tax Relief and Gross Income Tax forms by software vendors based on legislative changes and requests; and front end testing the substitute vendor forms and editing rules used in the Division of Revenue's data entry system. However, CPM noted that Lin does not perform tasks involved in the development, implementation and quality control of various automated data processing systems;

nor does he coordinate all data processing activities of an agency, division, small department, or large bureau. Based on the foregoing, CPM determined that the duties performed by Lin were consistent with the definition and examples of work included in the job specification for Administrative Analyst 3, Data Processing.

On appeal to the Civil Service Commission (Commission), Lin argues that his duties and responsibilities are more consistent with an Administrative Analyst 2, Data Processing classification. Lin argues that the difference between the two classifications is that an Administrative Analyst 2, Data Processing, performs his duties under his own accord and initiative instead of direction given by another analyst. In this regard, he maintains that he conducts his duties in the administration of the Property Tax Reimbursement program and the Gross Income Tax forms with minimal direction or supervision. Therefore, Lin asserts that as a result of his performance of his duties with little or no supervision, an Administrative Analyst 2, Data Processing classification is more appropriate.

CONCLUSION

The definition section of the job specification for Administrative Analyst 2, Data Processing states:

Under direction of a supervisory official, performs tasks involved in the development, implementation, and quality control of the various manual, mechanical, and automated data processing systems of the organization; coordinates all data processing activities of an agency, division, small department, or large bureau; does related work as required.

The definition section of the job specification for Administrative Analyst 3, Data Processing states:

Under direction of a supervisory official, assists in the development, implementation, and quality control of various manual, mechanical, and automated data processing systems of the organization; coordinates all data processing activities of a medium sized bureau, or organizational equivalent with other state agencies; does other related duties as required.

A review of the record reveals that Lin's position is properly classified by the title of Administrative Analyst 3, Data Processing. Though the job specifications are similar in most respects, the defining differences between the two specifications are the level of supervision and the complexity involved in the development, implementation, and quality control of the various manual, mechanical, and automated data processing systems of the organization. Incumbents in the title,

Administrative Analyst 2, Data Processing, perform assignments with greater independence and complexity than lower level analysts. CPM found that Lin was responsible for maintaining the Forms Definition Facility to ensure that all rules, tax calculations, roll-ups, and return dates are accurately stated at all times; designing new tax forms and revising existing tax forms to ensure compliance with current legislation; providing table maintenance and ad hoc reports; ensuring that all information provided on tax forms can be processed; assisting Division of Taxation users with requests for reports and technical assistance; and performing other duties as they relate to the implementation and modification of tax systems and tax forms.

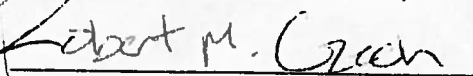
Contrarily, Lin does not perform the duties and responsibilities of an Administrative Analyst 2, Data Processing. CPM noted that Lin may have believed that he qualifies for a new classification because of increased responsibilities due to a number of employees taking a leave of absence. However, this reasoning has been rejected by the Commission. *See In the Matter of Benjamin Ritter* (CSC, decided July 13, 2011) (Occasionally performing the duties of a higher level employee in his or her absence is not a basis for reclassification of the lower level position). Though Lin may sporadically perform the duties of an Administrative Analyst 2, Data Processing, Lin has failed to present a substantive change in job content to warrant a reclassification. *See e.g., In the Matter of Galen Preble* (Commissioner of Personnel, decided October 3, 1996). Accordingly, Lin has failed to establish that CPM's determination, that his position is properly classified as an Administrative Analyst 3, Data Processing, was incorrect.

ORDER

Therefore, the Civil Service Commission concludes that the proper classification of Joe Lin's position is Administrative Analyst 3, Data Processing.

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 4th DAY OF MARCH, 2015



Robert M. Czech
Chairperson
Civil Service Commission

**Inquiries
and
Correspondence**

**Henry Maurer
Director
Division of Appeals and Regulatory Affairs
Civil Service Commission
Written Record Appeals Unit
P.O. Box 312
Trenton, New Jersey 08625-0312**

Attachment

**c: Joe Lin
 Kenneth Connolly
 Douglas Ianni
 Joseph Gambino**



Chris Christie
Governor
Kim Guadagno
Lt. Governor

STATE OF NEW JERSEY
CIVIL SERVICE COMMISSION
CLASSIFICATION AND PERSONNEL MANAGEMENT
P. O. Box 313
Trenton, New Jersey 08625-0313

Robert M. Czech
Chair/Chief Executive Officer

July 30, 2014

Mr. Joe Lin
Department of the Treasury
Division of Taxation
50 Barrack Street
Trenton, New Jersey 08648

**RE: Classification Appeal, Administrative Analyst 3, Data Processing
Position #046239, CPM Log #02140391, EID #000501931**

Dear Mr. Lin:

This is to inform you, and the Department of the Treasury, of our determination concerning your classification appeal. This determination is based upon a thorough review and analysis of all information and documentation submitted and a telephone audit conducted with you, and your immediate supervisor, Mario Zapicchi, Supervising Administrative Analyst, on May 2, 2014.

Issue:

You are appealing that your current permanent title of Administrative Analyst 3, Data Processing (P21) is not consistent with your current assigned duties and responsibilities. You contend that a title of Administrative Analyst 2, Data Processing (P26) is an appropriate title for your position.

Organization:

Your position is located in the Department of the Treasury, Division of Taxation, Data Systems Activity, and you report directly to Mario Zapicchi, Supervising Administrative Analyst (M32). Your position does not possess supervisory responsibility.

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Finding of Fact:

The primary responsibilities of your position include, but are not limited to the following:

- Maintaining and developing Form Definition Facility modules for the Property Tax Relief program. Making standard yearly updates in addition to any adjustments and legislative changes to the tax program.
- Coordinating the review and testing of software developer form packages and ensuring that vendor submissions meet Division of Taxation specifications.
- Coordinating requests for data processing services. Responsible for the creation of system notices, systemic programming, and process scheduling.
- Providing technical assistance to Division of Taxation mainframe users by investigating problematic forms and other requests.
- Developing specifications, forms, grids, and test data for the generation of Property Tax Relief and Gross Income Tax forms by software vendors based on legislative changes and requests.
- Front end testing the substitute vendor forms and edit rules used in the Division of Revenue's data entry system.

Review and Analysis:

In reviewing your request, various titles were examined in relation to the overall duties being performed by your position to determine the appropriate classification for the tasks described by you and your supervisor.

Your position is currently classified by the title Administrative Analyst 3, Data Processing (50073F-P21). The definition section of the job specification for this title states:

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"Under direction of a supervisory official, assists in the development, implementation, and quality control of various manual, mechanical, and automated data processing systems of the organization; coordinates all data processing activities of a medium sized bureau, or organizational equivalent with other state agencies; does other related duties as required".

The definition section of the job specification for the title, Administrative Analyst 2, Data Processing (50075G-P26) states:

"Under direction of a supervisory official, performs tasks involved in the development, implementation, and quality control of the various manual, mechanical, and automated data processing systems of the organization; coordinates all data processing activities of an agency, division, small department, or large bureau; does related work as required".

A review of your job duties and responsibilities finds that the primary function of your position is to ensure that all phases of the Property Tax Reimbursement programs are completed accurately and timely. Your position maintains the Forms Definition Facility to ensure that all rules, tax calculations, roll-ups, and return dates are accurately stated at all times; designs new tax forms and revises existing tax forms to ensure compliance with current legislation; provides table maintenance and ad hoc reports; ensures that all information provided on tax forms are able to be processed; assists Division of Taxation users with requests for reports and technical assistance; and performs other duties as they relate to the implementation and modification of tax systems and tax forms. Those duties, as well as the preponderance of other assigned duties and responsibilities, are encompassed within your current title.

A thorough review and analysis of the assigned duties and responsibilities of this position finds that the position is best classified by the title of Administrative Analyst 3, Data Processing (P21).

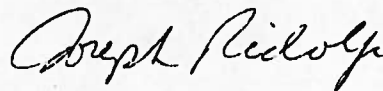
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Determination:

Based upon the findings of fact cited above, it is my determination that the assigned duties and responsibilities of your position are properly classified by the title Administrative Analyst 3, Data Processing (50073F-P21).

Please be advised that in accordance with *N.J.A.C.* 4A:3-3.9, you may appeal this decision within twenty (20) days of receipt of this letter. This appeal should be addressed to Written Records Appeals Unit, Division of Appeals and Regulatory Affairs, P.O. Box 312, Trenton, New Jersey 08625-0312. Please note that the submission of an appeal must include a copy of the determination being appealed as well as written documentation and/or argument substantiating the portions of the determination being disputed and the basis for the appeal.

Sincerely,



Joseph Ridolfi, Team Leader
Classification and Personnel Management

JR/tc

c: Ms. Laura Budzinski, Treasury Human Resources