

B-34



STATE OF NEW JERSEY

In the Matter of Indera Resal-
Persaud, Jersey City School District

FINAL ADMINISTRATIVE ACTION
OF THE
CIVIL SERVICE COMMISSION

CSC Docket No. 2015-1051

Classification Appeal

ISSUED: MAR 09 2015 (JET)

Indera Resal-Persaud appeals the attached decision of the former Division of Classification and Personnel Management (CPM)¹ that the proper classification of her position with Jersey City School District is Principal Account Clerk. The appellant seeks a Transportation Analyst classification.

The record in the present matter establishes that the appellant's permanent title is Clerk 3. The appellant pursued the matter of the reclassification of her position with CPM. CPM reviewed all documentation supplied by the appellant, including a Position Classification Questionnaire (PCQ). It found that the appellant's position is located in the Division of Transportation, Jersey City School District. The appellant not have supervisory duties. Based on its review of the record, CPM concluded that the appellant's position was properly classified as a Principal Account Clerk with an effective date of September 7, 2013.²

On appeal, the appellant asserts, among other things, that she is performing the duties of a Transportation Analyst. Further, the appellant contends that she has worked in her unit for over nine years and her duties include processing billing and maintaining accounts. The appellant adds that she has daily communication with transportation companies for billing purposes, routes, discounts, distribution, payments, cancellations, and inventory. Moreover, she provides mass

¹ Now the Division of Agency Services.

² Official personnel records indicate that the appellant is still serving as a Clerk 3.

transportation information involving regulations, procedures, and practices as needed.

CONCLUSION

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

Under direction, analyzes and provides information for evaluation and revision of activities, regulations, procedures, and practices pertaining to mass transportation; does related work as required.

The definition of the job specification for Principal Account Clerk states:

Under direction, performs a variety of clerical duties of considerable difficulty and complexity which involve computing, classifying, verifying, and recording numerical data and reconciling accounts, records, and documents to keep sets of financial records complete, and may supervise a small group of employees in the maintenance of accounting records; does related work as required

A review of the record demonstrates that the proper classification of the appellant's position is Principal Account Clerk. As CPM found, the demonstrates that her duties primarily include clerical duties of considerable difficulty and complexity which involve computing, classifying, verifying, and recording numerical data and reconciling accounts, records, and documents to keep sets of financial records complete. These duties are clearly consistent with a Principal Account Clerk classification. Although the appellant argues on appeal that her current duties include processing billing, maintaining student payments, and communicating with multiple transportation companies, such duties are consistent with those performed by a Principal Account Clerk. Further, the appellant's supervisor indicated in the PCQ that the appellant's most important duties include accounting/billing and bus tickets. Even if the appellant performed similar duties of a Transportation Analyst, 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. For purposes of determining the appropriate level within a given class, and for overall job specification purposes, the definition portion of the job specification is appropriately utilized. Accordingly, there is no basis to disturb

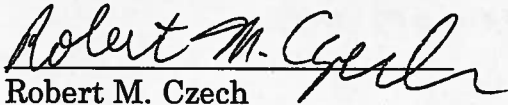
the determination of CPM that the appellant's position was properly classified as a Principal Account Clerk.

ORDER

Therefore, it is ordered that this appeal be denied. It is further ordered that within 30 days of receipt of this decision, if it has not already done so, the appointing authority should reclassify the position of Indera Resal-Persaud to Principal Account Clerk effective September 7, 2013, or assign duties commensurate with her current permanent title. The appointing authority shall submit to CPM the appropriate documents to support its actions.

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
& Regulatory Affairs
Civil Service Commission
Written Record Appeals Unit
P.O. Box 312
Trenton, New Jersey 08625-0312

Attachment

c: Indera Resal-Persaud
Rita R. Salley
Kenneth Connolly
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

September 18, 2014

Rita Salley
Executive Director of Personnel
Jersey City Public Schools
346 Claremont Avenue
Jersey City, New Jersey 07305

**RE: CLASSIFICATION APPEAL, INDERA RESAL PERSAUD, CLERK 3,
JERSEY CITY SCHOOL DISTRICT; LOG # 07140332**

Dear Ms. Salley:

This is regarding a classification appeal of the position held by Indera Resal Persaud, Jersey City School District. The audit involved a detailed analysis of the Position Classification Questionnaire submitted by Ms. Resal Persaud and signed by her immediate supervisor, Stanley Wojcik, Transportation Coordinator; and Rita Salley, Executive Director, Personnel/Appointing Authority, Jersey City School District. Further clarification of duties was completed via a telephone interview with Ms. Resal Persaud on Thursday, May 29, 2014.

ISSUE:

Ms. Resal Persaud is permanent as Clerk 3, a position she has held since November 18, 2005. She stated that she has been working out of title and filed this classification appeal to ensure proper classification of her position. The incumbent feels that the duties performed by her position are reflected by the title Transportation Analyst (04209).

ORGANIZATION AND STRUCTURE:

Ms. Resal Persaud is assigned to the Division of Transportation, Jersey City School District, and reports directly to Stanley Wojcik and she does not possess supervisory responsibility.

FINDINGS OF FACT:

Duties performed by Ms. Persaud in this position, in support of the billing and accounting functions of the Division of Transportation, include but are not limited to the following:

- Balances, appropriates and monitors balances on the \$12 million transportation budget to determine purchase and payment processing and limits.
- Prepares reports, correspondences and records audit information.
- Prepares purchase orders and creates requisition for petty cash; prints purchase orders and enters deposit allowances for the year in Quicken Books, Eschoolmall, etc.
- Receives, sorts and keeps record of checks; creates back-ups for bank statements, reports and check stubs; and enters related data in the computer.
- Receives, date-stamps, reconciles, and verifies budget balances for payment processing.
- Prepares, scans, copies and files documents.
- Verifies records for correctness and may request correction as necessary prior to forwarding for supervisory approval.
- Responds to verbal, telephone and in-person inquiries from vendors and the public.
- Inputs data on the computer using proper software and/or program.
- Completes end of the year inventory of tickets remaining from previous year, checks current requests and estimates needs for the coming year.
- Verifies ticket pricing with bus companies and order services upon approval by the approving authority, including NJT discount cards for children who do not qualify but can purchase discounted tickets on their own.
- Processes payments for ticket services.
- Receives, verifies, processes and sorts applications.
- Assembles and disseminates tickets and NJT discount cards as necessary.
- Troubleshoots issues pertaining to bus tickets, purchase orders, requisitions, and bills.
- Researches and collects data as requested by management.
- Formulates office procedures to provide for systematic retention, protection, retrieval, transfer, and disposal of records in accordance with administrative directives and accepted practices.
- Monitors, reviews and processes mileage payroll using the time management program.

REVIEW AND ANALYSIS:

The definition of the class specification for the title, Clerk 3 (02773), states:

“Under direction, performs varied, complex clerical work involving the processing of documents in a variety of functions; takes the lead and/or performs the more difficult and complex clerical work; does other related duties as required.”

Positions in this title perform a variety of complex clerical work requiring the knowledge of the organization's rules, regulations, policies and procedures. The class specification for Clerk 3, while appropriate in classifying general clerical functions, it does not cover the preponderance of the duties performed by the incumbent in the position under review.

The definition of the class specification for the title, Transportation Analyst (04209), states:

“Under direction, analyzes and provides information for evaluation and revision of activities, regulations, procedures, and practices pertaining to mass transportation; does related work as required.”

An incumbent in the title of Transportation Analyst would perform the principal duties of reviewing the program objectives and its efficiency and suitability; collecting and interpreting data related to mass transportation; and the appraisal and determination as to whether the mass transportation activities are essential to public convenience.

Ms. Persaud's position provides support in the implementation of the transportation program which are not related to the evaluation or review of mass transportation activities.

The definition of the class specification for the title, Principal Account Clerk (02755) states:

“Under direction, performs a variety of clerical duties of considerable difficulty and complexity which involve computing, classifying, verifying, and recording numerical data and reconciling accounts, records, and documents to keep sets of financial records complete, and may supervise a small group of employees in the maintenance of accounting records; does related work as required.”

While positions in this title perform a variety of complex clerical work that requires the understanding of basic accounting, it also requires the knowledge of the organization's rules, regulations, policies and procedures. An incumbent in this position frequently exercises independent judgment and makes decisions concerning procedures to be followed, the appropriateness of the information to be processed, and the actions to be taken. Work is performed independently requiring minimal review upon completion.

The major duties performed by this position include the verification of budget balances in processing requisitions and payments; preparation of purchase orders, travel reimbursements; data entry; and the coordination of bus tickets for the transportation program for students.

DETERMINATION:

The review reveals that the title, Principal Account Clerk (02755), encompasses the preponderance of duties being performed and appropriately classifies the position.

This specification is descriptive of the general nature and scope of the functions that may be performed by an incumbent in this position. However, the examples of work are for illustrative purposes and are not intended to restrict or limit the performance of related tasks not specifically listed. The relevance of such specific tasks is determined by an overall evaluation of their relationship to the general classification factors listed in the specification.

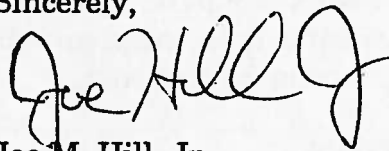
Ms. Resal Persaud is considered to be serving provisionally in the title, Principal Account Clerk (02755), pending qualifying examination procedures. This action is effective September 7, 2013.

The New Jersey Administrative Code 4A:3-3.5(c)1 states that "within 30 days of receipt of the reclassification determination, unless extended by the Commissioner in a particular case for good cause, the Appointing Authority shall either effect the required change in the classification of an employee's position; assign duties and responsibilities commensurate with the employee's current title; or reassign the employee to the duties and responsibilities to which the employee has permanent rights. Any change in the classification of a permanent employee's position, whether promotional, demotional or lateral, shall be effected in accordance with all application rules.

Please be aware that an incumbent's eligibility in meeting specification requirements is not the same as properly classifying the duties of a position. It is the responsibility of the Appointing Authority to ensure an incumbent meets the eligibility requirements prior to any appointment to the title.

Please be advised that in accordance with N.J.A.C.:3-3.9, you may appeal this decision within twenty (20) days of receipt of this letter. This appeal should be addressed to Written Record 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 documentation being disputed and the basis for the appeal.

Sincerely,

A handwritten signature in black ink, appearing to read "Joe Hill Jr.", with a stylized flourish at the end.

Joe M. Hill, Jr.
Assistant Director

JH/SC/so
07140332

C: Indera Resal Persaud
Susan Cardone
Saheed Olushi —
Team Files
Records Unit