



STATE OF NEW JERSEY

In the Matter of Janet Watson, Office
of the Attorney General

CSC Docket No. 2023-2326

**FINAL ADMINISTRATIVE ACTION
OF THE CHAIR/
CHIEF EXECUTIVE OFFICER
CIVIL SERVICE COMMISSION**

Classification Appeal

ISSUED: August 29, 2023 (SLK)

Janet Watson appeals the determination of the Division of Agency Services (Agency Services) that the proper classification of her position with the Office of the Attorney General (OAG), Department of Law and Public Safety (LPS), is Training Technician 4. The appellant seeks a Manager 1, Human Resources classification.

The record in the present matter establishes that the appellant's has an unclassified appointment as a Training Technician 4. The appellant sought reclassification of her position, alleging that her duties were more closely aligned with the duties of a Manager 1, Human Resources. The appellant reports to Valerie Stutesman, Manager 2, Human Resources. In support of her request, the appellant submitted a Position Classification Questionnaire (PCQ) detailing the duties that she performed as a Training Technician 4. Agency Services reviewed and analyzed the PCQ and all information and documentation submitted. Agency Services found that the appellant's primary duties and responsibilities entailed, among other things: overseeing the Learning Management System (LMS) for the LPS by providing and planning training sessions on complex LMS processes to provide step-by-step guidance to agency training coordinators within LPS, monitoring training requests payments ensuring timely approval, assigning training to employees across LPS including mandatory training to all new hires, overseeing the new hire orientation program for the OAG, developing agendas, coordinating with attendees and presenters to ensure information is disseminated with efficiency and effectiveness, providing technical assistance as needed, collecting feedback, making

recommendations on changes, working with supervisors and multiple levels of management to develop employee training programs to improve employee retention and satisfaction, preparing training plans and assisting management in communicating training programs to employees, determining appropriate platform for training, and monitoring effectiveness of department training activities and providing recommendations. In its decision, Agency Services determined that the duties performed by the appellant were consistent with the definition and examples of work included in the job specification for Training Technician 4.

On appeal, the appellant presents that she determines the goals and objectives of training and professional development. She believes that her position should be reclassified to Manager 1, Human Resources because she oversees training and professional development for 7,000 employees across eight divisions within LPS. She notes that she restructured the personnel orientation for new hires and interns, and she manages all aspects with minimal supervision. The appellant states that she works closely with fiscal to ensure adequate budgeting is available for training the divisions. She provides that she monitors and evaluates the effectiveness of programs and makes recommendations for improvement. The appellant indicates that she advises employees concerning procedures for completing mandatory ethics training and policy training across divisions. She asserts that she performs managerial duties and shares equal duties of her supervisor. The appellant provides that she has requested to supervise more personnel; however, she has been advised that there is no budget for this. Therefore, she provides that she works extra hours to perform her duties. The appellant notes that her supervisor advised her to file the subject position classification request. Additionally, she notes that she possesses a Masters in Business Administration, project management skills, and other technical proficiencies.

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 Training Technician 4 (S27) job specification states:

Under the direction of an Administrative official in a State department, institution, or agency outside of the Civil Service Commission, supervises the activities and staff of a work unit responsible for conducting varied training courses, classes, workshops, seminars and other learning opportunities both in-person and virtually designed to

improve individual and/or organizational performance, or in the Civil Service Commission as part of Center for Learning and Improving Performance (CLIP), supervises the activities and staff of a work unit responsible for conducting varied training courses, classes, workshops, seminars and other learning opportunities both in-person and virtually designed to improve individual and/or organizational performance; supervises the planning, development, administration and implementation of an entire department/agency employee training program or a major segment of it; supervises staff and work activity; prepares and signs official performance evaluations for subordinate staff; does other related duties as required.

The definition section of the Manager 1, Human Resources (V30) job specification states:

A position in this category typically functions as a manager of an organizational unit; approves, evaluates, and compiles personnel action material; interprets applicable laws, policies, rules, and regulations; plans and designs organizational structures; provides technical advice to peers, management, and others; confers with administrators at policy-making levels; mediates problems that cannot be solved through other channels.

(Level One) Under supervision of a Manager 2, Human Resources in a State department or agency, where the chief personnel officer is classified as a Manager 2, Human Resources, directs a major sub-element of the human resource program; or under the direction of a Manager 3 or 4, Human Resources, directs the staff, supervised by personnel professionals, of two (2) or more human resource programs such as recruitment, benefits, payroll, personnel transactions, personnel orientation, employee relations, employee counseling, etc.; or serves as the chief of human resources in an institution or autonomous division employing less than 700 employees.

In this matter, a review of the OAG's organization chart indicates that the appellant is not supervised by a Manager 2, Human Resources who is the chief personnel officer nor is the appellant serving as a chief of human resources in an institution or autonomous division employing less than 700 employees. Therefore, the applicable section of the level one job specification for Manager 1, Human Resources indicates that incumbents in this title direct the staff, supervised by personnel professionals of two or more human resource programs such as recruitment, benefits, payroll, personnel transactions, personnel orientation, employee relations, employee counseling, etc. The record indicates that the appellant does not supervise personnel professionals from two or more human resources units.

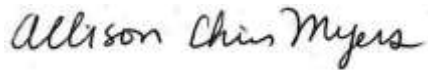
As such, she is not performing Level One Manager 1, Human Resources duties. The fact that she works extra hours due to a lack of staff and has certain skills and credentials does not signify that she is performing the required managerial duties. How well or efficiently an employee does his or her job, length of service, volume of work and qualifications have no effect on the classification of a position currently occupied, as *positions*, not employees are classified. See *In the Matter of Debra DiCello* (CSC, decided June 24, 2009).

ORDER

Therefore, it is ordered that this appeal be denied.

This is the final administrative determination in this matter. Any further review should be pursued in a judicial forum.

DECISION RENDERED BY THE
THE 28TH DAY OF AUGUST, 2023



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Chair/Chief Executive Officer
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