



STATE OF NEW JERSEY

In the Matter of Darya Hrybava,
Stockton University

CSC Docket No. 2025-24

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

Classification Appeal

ISSUED: December 31, 2024 (EG)

Darya Hrybava appeals the determination of Stockton University (the University)¹ that the proper classification of her position with the University is Professional Services Specialist 4, Administrative Services. The appellant seeks a Professional Services Specialist 3, Administrative Services.

The record in the present matter establishes that the appellant's permanent title is Professional Services Specialist 4, Administrative Services. The appellant sought reclassification of her position, alleging that her duties were more closely aligned with the duties of a Professional Services Specialist 3, Administrative Services. The appellant reports to Alyssa Maurice, Interim Director for the William J. Hughes Center for Public Policy. In support of her request, the appellant submitted a Position Classification Questionnaire (PCQ) detailing the duties that she performed as a Professional Services Specialist 4, Administrative Services. The University reviewed and analyzed the PCQ and all information and documentation submitted. It also interviewed the appellant and her supervisors. In its decision, the University determined that the duties performed by the appellant were consistent with the

¹ Pursuant to a Delegation Order, Memorandum of Understanding (Delegation Order), signed May 25, 2023, the parties agreed that the University would initially review the position reclassification requests of its employees, and then the determinations would be referred to the Civil Service Commission for final determination.

definition and examples of work included in the job specification for Professional Services Specialist 4, Administrative Services.

On appeal, the appellant argues that her reclassification appeal was wrongfully denied. She states that the determination found that some of her duties, specifically her work with the center's events and with the students, which contribute 30 percent of her workload was consistent with Professional Services Specialist 3, Administrative Services work. However, the appointing authority determined that the remainder of her workload could be performed under the Professional Services Specialist 4, Administrative Services title. In this regard, she contends that the summary of those duties in the determination letter seemed to diminish or misrepresent the work performed. The appellant asserts that she coordinated, planned, implemented, and developed events, meetings and other activities of the Hughes Center. She contends that her involvement came with additional responsibilities including notifying relevant parties about unexpected circumstances and changes as well as making critical spur-of-the-moment decisions while dealing with technical issues. Additionally, she is solely responsible for the management of the Hughes Center's webpage. The appellant also claims that she is in charge of the marketing strategy and is responsible for all visual materials and presentations for the center, which she develops by herself or requests assistance from the University Relations and Marketing department when necessary for major projects. Further, she asserts that her duties include writing and designing newsletters and constant contact campaigns. She also updates and monitor's the social media accounts which includes coming up with plans and schedules, creating content, and promoting the center's events as well as replying to comments and addressing occasional technical issues. She adds that she represents the Hughes Center and the University on various committees. Furthermore, she supervises the center's interns, temporary employees and student workers. Finally, she states that she provides a unique expertise based on her origin from Belarus with her native language of Russian.

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 Professional Services Specialist 4, Administrative Services (P18) job specification states:

Under the coordination of a Professional Services Specialist 2 or higher supervisory officer in the Administrative Services area at a State college, is responsible for performing basic professional functions using

established policies, procedures, precedents, and guidelines; does related work as required.

The definition section of the Professional Services Specialist 3, Administrative Services (P21) job specification states:

Under the direction of a Professional Services Specialist 2 or higher supervisory officer in the Administrative Services area at a State college, is responsible for independently performing professional work of greater difficulty using established policies, procedures, precedents, and guidelines; does related work as required.

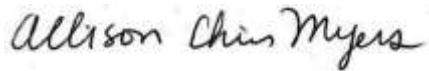
In this present matter, a review of the job specifications indicates that the main differentiation between the two titles is the level of work. Specifically, a Professional Services Specialist 4, Administrative Services performs basic professional functions while a Professional Services Specialist 3, Administrative Services independently performs professional work of greater difficulty. A review of the appellant's PCQ indicates that her three main duties are coordinating, planning, implementing, and developing events, meetings, and other activities (20 percent), managing the Hughes Center webpages (15 percent), and creating visuals, promotional materials, videos, and presentations (15 percent). While these tasks may have some technical complexity to them, they are still considered basic professional functions and they do not rise to the level of professional work of greater difficulty. For illustrative purposes from the Examples of Work from the Professional Services Specialist 3, Administrative Services job specification, monitoring the fiscal affairs of the area and providing information for inclusion in the budget would be an example of a primary duty that would rise to the level of a Professional Services Specialist 3, Administrative Services. However, the appellant's primary duties are clearly not at that level. Moreover, the appointing authority indicated that the appellant needs to seek approval from managers for the majority of complex issues that she may encounter in her daily work. Further, it stated that while she did coordinate, plan, implement and develop meetings, and other activities, this did not include the majority of her work as he only did this for specific events throughout the year rather than on a regular and recurring basis. Moreover it indicated that these duties as provided for in the job specification also fall under the Professional Services Specialist 4, Administrative Services title as incumbents in this position attend and participate in meetings and events related to assigned responsibilities and gather and compile materials for publications and other requisite reports. Additionally, while the appellant has provided detailed explanations of her job duties, the majority of these duties could be performed by a Professional Services Specialist 4. Accordingly, the appellant has not presented sufficient evidence to determine that she should be reclassified as a Professional Services Specialist 3, Administrative Services and her appeal is therefore denied.

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 30TH DAY OF DECEMBER, 2024



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Chair/Chief Executive Officer
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