



STATE OF NEW JERSEY

In the Matter of Christie Tracey,
Stockton University

CSC Docket No. 2024-1625

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

Classification Appeal

ISSUED: December 31, 2024 (EG)

Christie Tracey 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 Joseph Thompson, Director for Campus Center Operations, and Dr. Laurie Griscom, Executive Director for Event Services and Campus Engagement. 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 the duties she performed are more appropriate to the requested title than the current title due to the inclusion of budget and contract duties as outlined in the job specification for Professional Services Specialist 3, Administrative Services. She explains that these duties include compiling and analyzing statistical, financial and other data; monitoring fiscal affairs and providing information and inclusion in the budget; and reviewing, evaluating and processing service contracts for approval. In support of her contentions that appellant submits a zero-based budget spreadsheet invitation from Thompson and her analysis of financial data and entries for amounts spent in fiscal years 2021, 2022 and 2023; a fiscal year 2024 budget summaries document, which is a financial data spreadsheet for which she is the administrator; email correspondence to Griscom and Thompson noting her monitoring of accounts; and a service contract that she processed.

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 she asserted that her top four main duties were monitoring of budgets, tracking and recording expenses and generating financial reports (20 percent); ordering, tracking and receiving supplies, purchases, and rentals (18 percent); monitoring the fiscal affairs of the Student Life Administration, Student Life Events, and Commencement programs and providing information on inclusion in the budget (10 percent); and assisting with office operations (10 percent). However, the appellant's managers dispute the appellant's interpretation of the duties and the level of responsibility associated for those duties. They indicate that her main duties and percentages of time allocated should be in monitoring the fiscal affairs of the Student Life Administration, Student Life Events, and Commencement programs and providing information on inclusion in the budget, assisting with office operations; and ordering, tracking and receiving supplies, purchases, and rentals. 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. Further, the appellant's managers explain that the appellant merely maintains the budgetary spreadsheet but does not monitor any fiscal affairs of the area nor does she provide information and inclusion into the departmental and unit budgets. The appellant assists in data entry but is not responsible or accountable for decisions or actions initiated by Budget Unit Managers. Further, the appellant delegates departmental contracts to the legal department but does not review contracts for accuracy nor does she evaluate or process service contracts for approval.

Further, while 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, the appellant has not dispositively shown that this a primary duty of her position. Providing a few examples of the work she does not indicate that this is the primary focus of her position sufficient to rebut the assertions of her supervisors. Further, both supervisors have indicated that the appellant's position was evaluated by the Stockton's Human Resources Department and determined to be in alignment with the duties of a Professional Services Specialist 4, Administrative Services. 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



Allison Chris Myers
Chair/Chief Executive Officer
Civil Service Commission

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