



**STATE OF NEW JERSEY**

In the Matter of Quoreisha Redmond,  
Judiciary, Vicinage 10 - Morris and  
Sussex County

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

CSC Docket No. 2024-1352

Classification Appeal

**ISSUED:** July 1, 2024 (SLK)

Quoreisha Redmond, represented by Daniel J. Zirrith, Esq., appeals the determination of the Division of Agency Services (Agency Services) that the proper classification of her position with the Judiciary, Vicinage 10 - Morris and Sussex County, is Probation Officer. The appellant seeks a Senior Probation Officer classification.

The record in the present matter establishes that the appellant's permanent title is Probation Officer. The appellant sought reclassification of her position, alleging that her duties were more closely aligned with the duties of a Senior Probation Officer. The appellant reports to Leila Gonzalez, Administrative Supervisor 2. In support of her request, the appellant submitted an Employee Reclassification Request (ERR) detailing the duties that she performs as a Probation Officer.<sup>1</sup> Agency Services reviewed and analyzed the information in the ERR and all information and documentation submitted including a Job Information Questionnaire (JIQ) and statements from the appellant's supervisor and Division Director. Agency Services found that the appellant's primary duties involved case processing, and in response to the instruction to list specific duties that do not conform to the job specification for her current title, the appellant did not list specific duties but rather presented a replica of tasks listed in the job specification for the Case Processing Band, which are general in nature. Additionally, the appellant did not provide specific examples of work in support of her claim that she performed

<sup>1</sup> The appellant did not submit a Position Classification Questionnaire. However, the information in the ERR provides similar information that is found in a Position Classification Questionnaire.

higher-level duties. Furthermore, the appellant's supervisor stated that she did not assign duties that fell under the general higher-level duties that the appellant claimed to perform. Agency Services noted that a position classification is based on assigned duties that are performed as a primary function. Therefore, in its decision, Agency Services determined that the preponderance of the appellant's primary duties did not meet the criteria for the title of Senior Probation Officer and her position did not warrant a reclassification.

On appeal, the appellant maintains that although Agency Services states in its determination that she did not list the specific duties that she performs, she did in fact list 23 specific duties. She attaches the letter that she submitted to the Judiciary's classification section after she appealed the Judiciary's determination that her position was properly classified as a Probation Officer which listed her specific duties. Therefore, the appellant resubmits this letter as she believes either that Agency Services did not receive the letter with supporting information and exhibits or it failed to consider it. She also presents the Judiciary's Annual Performance Advisories for herself for the years 2020 through 2023, which further identify and describe her job duties.

## 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 Case Processing Band Specification, Level 2 - Basic (Probation Officer) job specification states:

Employees at this level perform case management functions, pre-disposition and intake function, and prepare reports for the court. Monitor and enforce conditions of probation and/or court orders. Refer clients to treatment programs, therapeutic or rehabilitative placements, and arrange referrals to appropriate agencies. Make recommendations to the court.

The definition section of the Case Processing Band Specification, Level 3 - Journey (Senior Probation Officer) job specification states:

Employees at this level perform case management functions and prepare reports for the court. Direct the activities of the probationer of a higher-level complex case type. Refer clients to treatment programs, therapeutic or rehabilitative placements, and arrange referrals to appropriate agencies. Handle higher-level complex responsibilities in

addition to assigned caseload. Make recommendations to the court. May advise staff or team member with work in progress and/or train staff.

In this present matter, a review of the job specifications indicates that the key distinctions between the two titles are that Probation Officers perform case management functions while Senior Probation Officers perform case management functions for a higher-level complex case type and handle higher-level complex responsibilities in addition to the assigned caseload. Additionally, Senior Probation Officers may train staff. It is noted that Agency Services did review the 23 duties that the appellant presents on appeal. However, it found that most of these duties are not considered higher-level duties and some of the duties were copied from the job specification. Further, even among the duties listed that were potentially higher-level tasks, a review indicated that these duties did not rise to the Senior Probation Officer level. For example, the appellant listed registering of out of State protective applications/order for enforcement as one of her higher-level duties. However, the appellant's supervisor indicated that this only happened once in the past year. Further, the task only involved data entry in a database. Therefore, it was determined that this was not an example of a higher-level duty. Further, while the appellant indicated that she handles FO Expungements, which involve quasi-criminal matters, the appointing authority confirmed that this task only represents 10 percent of the appellant's time. Moreover, although the appellant may have helped trained a staff member to handle the FO caseload in the Morris County location, there is nothing in the record that indicates that training staff on a regular and recurring basis is a primary duty for the appellant. Further, the appellant's supervisor indicated that she did not assign the appellant higher-level duties. Therefore, any potential performance of higher-level duties by the appellant would have been unauthorized and cannot be considered in a position classification review.

Concerning other arguments that the appellant made which are in the record, the appellant stated that her caseload involves the highest loss of liberty liability in the Family Division because of the possibility of incarceration and because, with a second offense, the presumption of incarceration is increased. However, this does not automatically signify that the appellant is primarily working on higher-level complex cases, and as indicated above, a review of the appellant's tasks reveals that the majority of her duties are not considered higher-level complex duties. Additionally, the appellant maintained that she is taking over the position that was previously occupied by a Senior Probation Officer and asserted that there are employees in other counties who perform the same work as she does who are classified as Senior Probation Officers. However, even if this is true, a classification appeal cannot be based solely on a comparison to the duties of another position, especially if that position is misclassified. *See In the Matter of Carol Maita, Department of Labor* (Commissioner of Personnel, decided March 16, 1995); *In the Matter of Dennis Stover, Middletown Township* (Commissioner of Personnel, decided March 28, 1996). *See also, In the Matter of Lorraine Davis, Office of the Public Defender* (Commissioner of

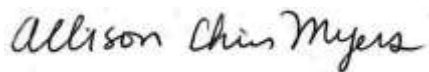
Personnel, decided February 20, 1997), affirmed, Docket No. A-5011-96T1 (App. Div. October 3, 1998). Regarding comments that the appellant now works in two counties, and she has been assigned new additional FV caseload, volume of work is not, in itself, evidence of a substantive change in job content. *See In the Matter of Area Supervisor, Crew Supervisor, and Assistant Crew Supervisor, Highway Maintenance* (Commissioner of Personnel, decided May 31, 1990). Moreover, a review of the appellant's Annual Performance Advisories does not indicate that she has or is expected to work on higher-level complex cases or that she handles higher-level complex responsibilities in addition to assigned caseload, and/or regularly trains staff. Accordingly, the appellant has not presented a sufficient basis to warrant a Senior Probation Officer classification for her position.

### 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 28<sup>TH</sup> DAY OF JUNE, 2024




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