



STATE OF NEW JERSEY

In the Matter of Jeffrey Jones, Motor
Vehicle Commission

CSC Docket No. 2025-1597

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

Classification Appeal

ISSUED: October 16, 2025 (SLK)

Jeffrey Jones appeals the determination of the Division of Agency Services (Agency Services) that the proper classification of his position with the Motor Vehicle Commission (MVC) is Occupational Health Consultant 2 (OHC2). The appellant seeks an Occupational Health Consultant 1 (OHC1) classification.

The record in the present matter establishes that the appellant's permanent title is OHC2. The appellant sought reclassification of his position, alleging that his duties were more closely aligned with the duties of an OHC1. In support of his request, the appellant submitted a Position Classification Questionnaire (PCQ) detailing the duties that he performs as an OHC2. Agency Services reviewed and analyzed the PCQ, an organization chart, the appellant's Performance Assessment Review, and statements from the appellant and his supervisors.

Agency Services found that the appellant's primary duties and responsibilities entailed, among other things, calculating annual work hours for 50 MVC facilities; maintaining the OSHA 300 Workplace injury/illness database; conducting site visits to collect inventories of hazardous substances and preparing safety data sheets; maintaining, repairing, and calibrating equipment utilized by the MVC Office of Health and Safety; creating spreadsheets to organize and track hazardous substances, instruments and equipment, and calibration schedule of same; evaluating the ergonomic capabilities of furniture to determine functionality; tracking COVID-19 infections for MVC employees; assisting an Occupational Safety

Consultant 1 with Emergency Action Plan training; and enhancing the process for conducting indoor air quality audits. 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 OHC2.

On appeal, the appellant states that the job specification for OHC1 indicates that incumbents in this title are lead workers or conduct the most difficult visits. The appellant defines a lead worker as an employee who has either exclusive or primary responsibility for an essential program and/or task. Although the appellant states that the lead worker part of the definition is the less important section of the definition, he describes how he believes that he performs lead worker duties and provides examples to support his belief that he is the lead worker of the group.

Further, the appellant asserts that the “or” part of the definition is much more essential to the mission of the group. He contends that he can provide examples that nullify the importance of being a lead worker/team leader as an essential job function. For example, the appellant indicates that the Department of Education employs an OHC1 who does not provide lead worker/team leader duties because there are no subordinate staff for this employee to lead. He states he can also provide other examples.

Additionally, the appellant presents that his group conducts site visits almost every day. He asserts that he conducts more site visits (more than 1,200) than any other employee in this group since he began working in 2008. However, the appellant acknowledges that the group does not conduct difficult industrial hygiene tasks or site visits because of the limited scope of responsibility assigned to his group. Specifically, he provides that almost all his group’s responsibilities are for office environments which involve relatively light-duty types of hygiene tasks as opposed to heavy-duty industrial or manufacturing operations. The appellant indicates that the most complicated industrial hygiene tasks are performed by employees in the OHC title series who are employed by the other State agencies, such as the Department of Environmental Protection, the Department of Transportation, the Department of Health, the Department of Labor and Workforce Development, and the Department of the Treasury.

Moreover, the appellant states that he knows or has known several people who achieved the OHC1 title during their employment with the State. He notes that every one of them followed slightly different paths to this job title. However, the appellant indicates that they were all eventually promoted according to their knowledge, skills, abilities, education, experience, and years of State service. The appellant believes that his career path appears to be intentionally blocked for some inexplicable reason, and the determination should be reversed.

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 OHC2 job specification states:

Under general supervision of a supervisory official in a State department, institution, or agency, independently conducts consultation visits to identify, evaluate, monitor, and control occupational or environmental health hazards; assists employers and/or others in recognizing and preventing occupational or environmental health hazards; evaluates and recommends effective controls; does other related duties as required.

The definition section of the OHC1 job specification states:

Under general direction of a supervisory official in a State department, institution, or agency, functions as a lead worker providing guidance to subordinate professional staff, or conducts the most difficult consultation visits to identify, evaluate, monitor, and control occupational or environmental health hazards; assists employers and/or others recognizing and preventing occupational or environmental health hazards; recommends effective controls; does other related duties as required.

In this matter, based on the definition sections for the job specifications for OHC1 and OHC2, there are two potential paths to performing OHC1 duties. Specifically, an incumbent can be performing OHC1 duties either by being a lead worker or by conducting the “most difficult” consultation visits. Further, despite the appellant’s belief that the “lead worker” portion of the OHC1 is less important than the path after the “or,” there is no basis under the subject job specifications definitions to support this assertion.

Regarding the “most difficult” consultation visits path, regardless as to the reason why, the appellant acknowledges that his group does not perform the “most difficult” site visits. Additionally, even if it is true that only other State agencies perform the more difficult site visits as the appellant states, this is not a basis to find that the appellant is performing the duties of an OHC1 under this path.

Referring to the lead worker path, while the appellant defines a lead worker as an employee who has either exclusive or primary responsibility for an essential program and/or task, under Civil Service, a lead worker's duties and responsibilities would include training, assigning and reviewing work of employees on a regular and recurring basis. *See In the Matter of Henry Li* (CSC, decided March 26, 2014). Similarly, being the sole expert in a particular area does not establish that an incumbent's position should be classified by a lead worker title. *See In the Matter of John Freise* (CSC, decided May 1, 2013). A review of the PCQ and justification statement that the appellant submitted for his position classification review does not indicate that assigning and regularly reviewing the work of named employees is one of his primary duties. Similarly, the appellant's supervisors have not indicated that assigning and reviewing work of other employees is one of his primary duties. Therefore, the appellant is not performing lead worker duties as defined under the State's Classification Plan, and Agency Services correctly determined that he is not performing OHC1 duties.

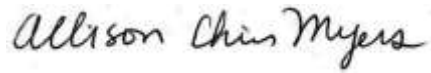
Concerning the appellant's comparisons to other current and past employees and examples in other State agencies to support his contention to nullify the importance of being a lead worker/team leader as an essential job function, a classification appeal cannot be based solely on a comparison to the duties 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). Referring to the appellant's belief that his career path is being intentionally blocked, there is nothing in the record to support this statement. Regardless, the outcome of a position classification is not to provide a career path to the incumbent, but rather to ensure the position is classified in the most appropriate title available within the State's classification plan. *See In the Matter of Patricia Lightsey* (MSB, decided June 8, 2005), *aff'd on reconsideration* (MSB, decided November 22, 2005).

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 ON
THE 15TH DAY OF OCTOBER, 2025



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