



STATE OF NEW JERSEY

**FINAL ADMINISTRATIVE ACTION
OF THE
CIVIL SERVICE COMMISSION**

In the Matter of Michele Prusik,
Department of Law and Public Safety

CSC Docket No. 2019-1437

Classification Appeal

ISSUED: January 22, 2019 (RE)

Michele Prusik appeals the decision of the Division of Agency Services (Agency Services) which found that her position with the Department of Law and Public Safety is properly classified as Senior Audit Account Clerk. She seeks a Technical Assistant 3 job classification in this proceeding.

The appellant received a regular appointment to Agency Services Representative 1 on September 16, 2017. In January 2018, she requested a classification review indicating that her title was not consistent with her duties and responsibilities. The position is assigned to the Division of State Police, Administration, is supervised by a Travel Coordinator, Department of Law and Public Safety, and has no supervisory responsibility. Agency Services conducted a review of her position including a review of her Position Classification Questionnaire, and other documents, and determined that this position was properly classified as Senior Audit Account Clerk.

On appeal, the appellant states that she provides technical information and assistance regarding proper forms for submitting a travel package, and she provides explanations and corresponds with vendors who are not registered with the Department of the Treasury's NJSTART program.

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 job specification for Senior Audit Account Clerk states:

Under the direction of a Principal Audit Account Clerk or supervisory officer in a State department, institution, or agency, examines and checks calculations for completeness and accuracy, makes determinations and computations requiring a working knowledge of departmental rules, regulations, and policies, prepares and verifies payrolls, and/or may take the lead in a group of Audit Account Clerks or other clerical employees; does other related work.

The definition section of the job specification for Technical Assistant 3 states:

Under the general supervision of a supervisory official in a State department, institution or agency, takes the lead over the technical and/or clerical staff and has responsibility for the work programs of an identifiable technical unit responsible for reviewing, monitoring, and processing specific actions requiring the application of rules, regulations, policies and or procedures, or independently, under general supervision, reviews, analyzes, and makes effective recommendations for actions involving a specific element of a regulatory or administrative program requiring the application of rules, regulations, policies, procedures, and/or technical concepts; does other related duties as required.

A program in State government is generally considered to involve a unit responsible for performing projects and activities which are necessary to carry out a purpose or goal set forth in regulations or by law, focusing on a definite activity, providing a service to a specific third party, and generally requiring allocated funding. The appellant processes and reviews for accuracy, adherence to policy, and appropriate authorization of payment vouchers and reimbursement requests, ensures reimbursement requests are appropriately settled and closed, responds to requests for status of requests, assists others with accuracy of submissions and expedites processing, and maintains files. These duties are reflective of an administrative position which works as internal assistance in support of programs. As the appellant is not responsible for a work program, the second half of the definition for Technical Assistant 3 must be reviewed. That is, does the appellant review, analyze, and make effective recommendations for actions of an element of an administrative program requiring the application of rules, regulations, policies, procedures, and/or technical concepts. Processing payment vouchers and

reimbursement requests does not rise to the level and scope of this definition, and processing documents and ensuring accuracy and compliance to regulations falls squarely within the definition for Senior Audit Account Clerk.

Accordingly, a thorough review of the entire record fails to establish that the appellant has presented a sufficient basis to warrant a Technical Assistant 3 classification of her position.

ORDER

Therefore, the position of Michele Prusik is properly classified as Senior Audit Account Clerk.

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

DECISION RENDERED BY THE
CIVIL SERVICE COMMISSION ON
THE 16th DAY OF JANUARY, 2019



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