



STATE OF NEW JERSEY

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

In the Matter of Cheryl Pavia,
Stockton University

CSC Docket No. 2021-406

Classification Appeal

ISSUED: DECEMBER 21, 2020 (RE)

Cheryl Pavia appeals the decision of the Division of Agency Services (Agency Services) that the proper classification of her position with Stockton University (Stockton) is Program Assistant, Administrative Services. The appellant seeks a classification of Professional Services Specialist 4, Administrative Services.

The appellant filed a request for a position classification review of her permanent title as Program Assistant, Administrative Services. The appellant is assigned to the Information Technology Services Office, Stockton University, reports to Director of Production Services, a non-civil service title, and currently has no supervisory responsibilities. The appellant sought a reclassification of her position, alleging that her duties are more closely aligned with the duties of a Professional Services Specialist 4, Administrative Services. Agency Services reviewed all documentation supplied by the appellant including her Position Classification Questionnaire (PCQ), Performance Assessment Review (PAR) and organizational chart. Based on its review of the information provided, Agency Services concluded that the appellant's position was properly classified as Program Assistant, Administrative Services.

On appeal to the Civil Service Commission (Commission), the appellant states that she has taken the lead on many events, and other Professional Services Specialists 3 and 4, Administrative Services, are not required to assign or monitor the work of clerical staff, part-time employees or student aides. She states that this is done by her supervisor and a Professional Services Specialist 2, Administrative

Services. She states that she “presets” large scale events, performs closed captioning, and provides classrooms support in event venues due to social distancing. The appellant states that her duties and responsibilities are setting up, presetting, and tearing down equipment for events on the University main campus as well as off campus locations; setting up events including using and setting audio board levels for microphones, lighting presets, power point assisting, speaker systems, and lapel mics; for events requiring livestreaming or videotaping, she runs SDI cables, Visca cables, XLR cables, Robo cameras, EX 3’s, Tripods, audio boards, one to 13 microphones depending on the event, speaker systems (JBL’s on speaker stands or BIGFoot), and runs cabling under staging, indoor and outdoor, cabling for stage monitors, and presetting for musical ensembles on campus; performs clerical duties such as organizing paperwork, monitoring an email account, adding events as placeholders to the calendar for the PSS2 to assign to fellow coworkers; training coworkers on the library check out system for equipment that can be borrowed; working the circulation desk for that equipment; performing inventory when instructed; media duplication and/or conversion from Mini DV, DVD, and CD’s; answering the main phone line when not at events; printing paper timesheets; and adding closed captioning for videos.

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 Professional Services Specialist 4, Administrative Services 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 job specification for Program Assistant, Administrative Services states:

Under general supervision of a Professional Services Specialist 2 or other 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.

These titles have remarkably similar job descriptions. Both are categorized as professional titles, yet the Professional Services Specialist 4, Administrative Services is the entry level professional title. Thus, if most of an incumbent's duties and responsibilities are related to the examples of work found in a particular job specification, that title is deemed the appropriate title for the position. Also, how well or efficiently an employee does his or her job, length of service, volume of work and qualifications have no effect on the classification of a position currently occupied, as *positions*, not employees are classified. See *In the Matter of Debra DiCello* (CSC, decided June 24, 2009).

In the instant matter, the supervisor of the position has indicated the most important functions of the position are scheduling placeholders by inputting information on a group calendar (15% of her time), monitoring email for potential updates and changes to events (10% of her time), and assisting others during busy times. These duties fall squarely in the Program Assistant, Administrative Services area of responsibility, as they are more clerical in nature than professional. The Program Assistant, Administrative Services schedules use of, sets up and maintains equipment, and secures and safeguards equipment and facilities for which the area is responsible. The appellant performs these duties as 35% of her time is spent setting up and breaking down the equipment used to support events, for 6% of her time, she labels and adds barcodes to equipment. Thus, the majority of the appellant's duties are those of the Program Assistant, Administrative Services. The Professional Services Specialist 4, Administrative Services may serve on standing and ad hoc committees, attends and participates in meetings and events related to assigned responsibilities, and represents the college at conferences, meetings, and seminars. These duties are not performed by the appellant.

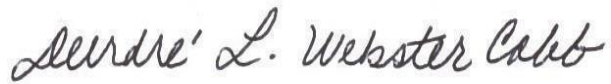
Accordingly, the record establishes that the proper classification of the appellant's title is Program Assistant, Administrative Services.

ORDER

Therefore, it is ordered that this appeal be denied.

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

DECISION RENDERED BY THE
CIVIL SERVICE COMMISSION ON
THE 16TH DAY OF DECEMBER 2020



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