



STATE OF NEW JERSEY

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

In the Matter of Bernadine Jones,
Willingboro Township

CSC Docket No. 2020-524

Classification Appeal

ISSUED: SEPTEMBER 7, 2020 (RE)

Bernadine Jones appeals the decision of the Division of Agency Services (Agency Services) which found that her position with Willingboro Township is properly classified as Records Support Technician 2. She seeks a Records Support Technician 3 job classification in this proceeding.

Agency Services conducted a review of the appellant's position including a review of her position classification questionnaire (PCQ) and other documentation. That classification review determined that the appellant's position was properly classified as Records Support Technician 2. The appellant had been serving in the title Records Support Technician 2 from April 9, 2011 to the decision date, June 6, 2019. Prior to that, she held the titles Police Records Clerk Typing and Keyboarding Clerk 1. Her position is assigned to the Public Safety Department of Willingboro Township, is supervised by a Supervisor Criminal Information Records, and has no supervisory responsibility.

On appeal, the appellant argues that her department is highly confidential and all police records are complex. Every report that an officer provides regarding an arrest is handed to the department, and crime is up. She argues that she assists others in the office to keep it running, and if someone is out, she takes on their duties, which have a strict deadline. She also states that she has assisted employees in the department over the last five years, and she resubmits the duties of her position.

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 Records Support Technician 2 states:

Under limited supervision, performs moderately complex and non-routine clerical work involving the processing and filing of records; may provide guidance and assistance to staff; does other related duties as required.

The definition section of the job specification for Records Support Technician 3 states:

Under direction, performs varied, complex clerical work involving the processing and filing of records; takes the lead and/or performs the more difficult and complex work requiring the application of independent judgment; does other related duties as required.

Based upon a thorough review of the information presented in the record, it is clear that the duties of the appellant's position match those of Records Support Technician 2. At the outset, the classification of a position is determined based the duties and responsibilities assigned to a position at the time the request for reclassification is received as verified by audit or other formal study. The outcome of position classification is not to provide a career path to the incumbents, but rather is to ensure that the position is classified in the most appropriate title available within the State's classification plan. 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). Th th th

In its decision, Agency Services indicated that a Records Support Technician 3 obtains, receives, disseminates, files, maintains, and releases criminal and other police related records, and may take the lead over staff by providing assignment, instruction, and on the job training. Lead workers frequently exercise independent judgment in performing varied duties. In making classification determinations, emphasis is placed on the definition section to distinguish one class of positions from another, and the *primary* duties of the position are compared with the

definition sections of the titles. The main difference between these two jobs specifications is that the Records Support Technician 2 performs moderately complex and non-routine clerical work and may provide guidance and assistance to staff, while the Records Support Technician 3 takes the lead and/or performs the more difficult and complex work.

A review of the duties that the appellant listed on her PCQ indicate that she is not performing duties of a complex or technical nature which would elevate the position to Records Support Technician 3, and she is not performing work of a lead worker. The appellant's description of duties on her PCQ indicates that she primarily performs background checks, and performs other moderately complex and non-routine clerical work. The duties that she listed are entirely within the scope of a Records Support Technician 2 title designation. The appellant has not indicated on appeal or on her PCQ that she is a lead worker. Being a lead worker refers to those persons whose titles are non-supervisory by nature, but are required to act as a leader of a group of employees in titles at the same or a lower level than themselves. Duties and responsibilities would include training, assigning and reviewing work of other employees on a regular and recurring basis. However, such duties are considered non-supervisory since they do not include the responsibility for the preparation of performance evaluations. The incumbent would function as a lead worker on a daily basis to others in the same title series. An employee is not considered to be a lead worker simply by taking over office duties intermittently while others are out on leave. The duties of the position are consistent with the Records Support Technician 2 title.

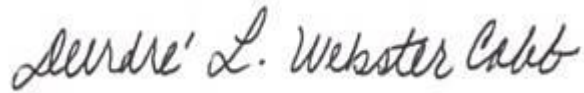
Accordingly, a thorough review of the entire record fails to establish that the appellant has presented a sufficient basis to warrant a Records Support Technician 3 classification of her position.

ORDER

Therefore, the position of Bernadine Jones is properly classified as Records Support Technician 2.

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 2ND DAY OF SEPTEMBER 2020



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