

B-10



STATE OF NEW JERSEY

In the Matter of Paul Materia,  
Division of State Police, Department  
of Law and Public Safety

FINAL ADMINISTRATIVE ACTION  
OF THE  
CIVIL SERVICE COMMISSION

CSC Docket No. 2014-42

Classification Appeal

ISSUED: NOV 21 2014 (CAG)

Paul Materia appeals the attached decision of the Division of Classification and Personnel Management (CPM) that his position is properly classified as Fingerprint Processing Technician 1. Appellant seeks a Fingerprint Processing Technician 2 classification in this proceeding.

The record in the present matter establishes that Materia's permanent title is Fingerprint Processing Technician 1. The appellant completed a Position Classification Questionnaire and CPM conducted a field audit of his position on May 3, 2013, and found that his assigned duties and responsibilities include: working independently to oversee the operations of an Automated Fingerprint Identification System (AFIS) latent remote site; inputting and verifying the accuracy of identified latent fingerprints utilizing the Forensic Archive Retrieval System (FARS); conducting searches of AFIS and Unsolved Latent (UL) databases; and communicating with law enforcement personnel in order to retrieve evidence and provide research results. Based upon a review and analysis of the duties and responsibilities assigned to the appellant, CPM determined that the appropriate classification of his position is Fingerprint Processing Technician 1.

On appeal, the appellant argues that, in 2008, he accepted the assignment of working at the latent remote site at CSI - North, Totowa, due to the large volume of work in that region. He states that no other employees were willing to travel to northern New Jersey and this was presented as a promotional opportunity. He also states that he worked under the instruction and guidance of the Assistant Supervisor with duties delegated to him and filling in as the supervisor in her absence. He argues that these duties were considered those of a Fingerprint Processing Technician 2 based on the responsibility and level of fingerprint

expertise required. However, due to the hiring and promotional freeze, management was unable to promote him. The appellant argues that the Assistant Supervisor retired in December 2010 and he assumed the duties of that position as well. He indicates that he monitors the workload, provides statistics, and reports to the supervisor if additional resources are needed. He also argues that, although CPM's determination indicated that he does not assist in the supervision of Fingerprint Processing Technician 1's and 2's or coordinate the workflow of a subunit, each latent remote site is considered a subunit. In addition, he argues that he coordinates the workflow of this entire operation, advising all law enforcement officials in the region, and receiving and processing more latent cases than any other site in the State. In contrast, Fingerprint Processing Technician 2's at headquarters only coordinate and supervise Fingerprint Processing Technician 1's in the absence of the Assistant Supervisor. Additionally, he argues that the delegation of workflow that he is responsible for is more than equivalent to that of a Fingerprint Processing Technician 2.

Appellant submits a letter of support from Terri Kramer-McKinney, Supervisor, Automated Fingerprint Identification Unit (AFIU), and states that the position at Troop B-Totowa, CSI Headquarters North, was authorized as Assistant Supervisor, Fingerprint Technical Unit, in 2001 as a result of a title reclassification at headquarters and the latent remote sites. She also states that all Assistant Supervisor positions within the AFIU report directly to the unit supervisor and coordinate the workflow for one area of operation (subunit). She asserts that, while the duties of each may be somewhat unique, the supervisory capacity is equivalent. She also asserts that, in 2008, a second position was added at Totowa due to the large volume of case work received and Materia was assigned to Troop B-Totowa in October 2008, which was considered a promotional opportunity for the position of Fingerprint Processing Technician 2. In addition, she asserts that he worked under the tutelage of Assistant Supervisor Linda DeVries, acting as the assistant supervisor in her absence until her retirement in December 2010, when he assumed all of her duties. Additionally, she states that Materia reports directly to the unit supervisor and coordinates the workflow of an entire latent operation (subunit). She argues that his responsibilities are far greater than assisting in the supervision of other technicians whose duties are delegated by the assistants on site at headquarters. She also argues that Materia acts in a supervisory capacity without someone to consult with on site and his responsibilities are more consistent with those of an Assistant Supervisor.

Ms. Kramer-McKinney supplements the record and further explains the operation of the Biometric Identification Unit (BIU), formerly the AFIU. She refers to the note in the job specifications for all fingerprint titles which states that the examples of work are for illustrative purposes and a particular position using the title may not perform all duties listed in the job specification. She explains that, although CPM's determination indicated that Materia does not oversee Fingerprint

Processing Technician 1's and 2's, in their operations, Fingerprint Processing Technician 2's overseeing Fingerprint Processing Technician 1's is only one task associated with the position. She also explains that this particular duty usually only occurs on the weekends when they have reduced staffing. In addition, she explains the duties that are more reflective of Materia's position are those that require greater knowledge and a higher level of technical skill, rather than the supervision of other technicians. She argues that it is not essential that he perform this duty to qualify as a Fingerprint Processing Technician 2, although he is capable should their operations change in the future.

In response, CPM asserts that, although Materia argues that each latent remote site is considered a subunit and he coordinates the workflow of the entire operation of the Totowa subunit which makes him more than equivalent to that of a Fingerprint Processing Technician 2, the classification of his position is consistent with the duties of Fingerprint Processing Technician 1. CPM states that, contrary to the definition section of the job specification for the requested title, Materia is not under the supervision of the Assistant Supervisor and/or Supervisor of the Fingerprint Technical Unit. Additionally, he doesn't assist in the supervision of and coordinate the efforts of Fingerprint Processing Technicians 1 and 2.

### CONCLUSION

The definition section of the job specification for Fingerprint Processing Technician 2 states:

Under the general direction of the Assistant Supervisor and/or the Supervisor, Fingerprint Technical Unit, State Bureau of Identification, Records and Identification Section, Division of State Police, assists in the supervision of and coordinates the efforts of Fingerprint Processing Technicians 1 and 2 in the classification, filing and searching of fingerprints utilizing the Henry System with extensions in concert with an Automated Fingerprint Identification System (AFIS) of fingerprint identification and classification; does other related work.

The definition section of the job specification for Fingerprint Processing Technician 1 states:

Under the general direction of a Fingerprint Processing Technician 2, Assistant Supervisor or the Supervisor, Fingerprint Technical Unit, in the Bureau of the Records and Identification Section, Division of the State Police, Department of Law and Public Safety, performs the complex work involved in the identification of persons through the use of fingerprints; does other related work.

A thorough review of the entire record fails to establish that the appellant has presented a sufficient basis to warrant a Fingerprint Processing Technician 2 classification of his position. It is noted that this review is based on the duties performed at the time of the audit and the job specification on record at that time. It is also noted that the duties the appellant presents on appeal are essentially those reviewed by CPM and reviewed again on appeal. An incumbent serving in the title of a Fingerprint Processing Technician 2 performs such duties as, among other things, operating an AFIS comparing ten-print database files to received latent and partial fingerprint recorded on database files and depositories, searching for verification and possible identification as required; supervises quality control operations of workstations as work demands require. However, the appellant does not assist in the supervision of and coordinates the efforts of Fingerprint Processing Technicians 1 and 2 which is required for a Fingerprint Processing Technician 2 classification.

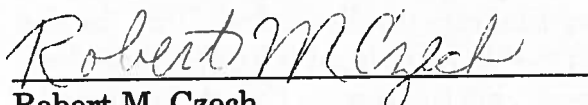
The fact that some of an employee's assigned duties may compare favorably with some examples of work found in a given job specification is not determinative for classification purposes since, by nature, examples of work are utilized for illustrative purposes only. Further, it is not uncommon for an employee to perform some duties which are above or below the level of work which is ordinarily performed. Moreover, the duties identified through the audit and presented by the appellant on appeal are within the job specification of Fingerprint Processing Technician 1. Accordingly, the appellant has failed to present a sufficient basis to warrant a Fingerprint Processing Technician 2 classification and his position is properly classified as Fingerprint Processing Technician 1.

### 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  
CIVIL SERVICE COMMISSION ON  
THE 19<sup>TH</sup> DAY OF NOVEMBER 2014



Robert M. Czech

Chairperson

Civil Service Commission

**Inquiries  
and  
Correspondence**

**Henry Maurer  
Director  
Division of Appeals  
and Regulatory Affairs  
Civil Service Commission  
Written Record Appeals Unit  
P.O. Box 312  
Trenton, New Jersey 08625-0312**

**Attachment**

**c: Paul Materia  
Colleen Gadsby  
Kenneth Connolly  
Joseph Gambino**



Chris Christie  
Governor  
Kim Guadagno  
Lt. Governor

STATE OF NEW JERSEY  
CIVIL SERVICE COMMISSION  
Classification and Personnel Management  
P. O. Box 313  
Trenton, New Jersey 08625-0313

Robert M. Czech  
Chair/Chief Executive Officer

May 30, 2013

Paul Materia

Re: **Classification Appeal – Fingerprint Processing Technician 1, EID #**  
[REDACTED] **Log # 11120101**

Dear Mr. Materia:

This is to inform you of our determination concerning the classification appeal referenced above. The determination is based upon a thorough review and analysis of the Position Classification Questionnaire, organization chart, and information obtained during the audit conducted on May 3, 2013.

**Issue:**

You are serving permanently (RAP) in the title, Fingerprint Processing Technician 1 (15, A14, 45013) and contend you are performing duties and responsibilities commensurate with the title, Fingerprint Processing Technician 2 (17, A16, 45011).

**Organization:**

Your position is currently assigned to the Identification & Information Technology Section, Division of State Police, Department of Law and Public Safety. Your supervisor is Irene Williams, Fingerprint Processing Technician 2 (17, A16, 45011). You are not responsible for the supervision of subordinate personnel.

**Findings of Fact:**

You currently perform the following assigned duties and responsibilities:

- Work independently and oversee the operations of an Automated Fingerprint Identification System (AFIS) latent remote site.
- Input and verify the accuracy of identified latent fingerprints utilizing the Forensic Archive Retrieval System (FARS).
- Conduct searches of AFIS and Unsolved Latent (UL) databases.

- Communicate with law enforcement personnel in order to retrieve evidence and provide research results.

**Review and Analysis:**

Currently, your position is classified in the title, Fingerprint Processing Technician 1 (15, A14, 45013). The definition section of this title states:

*"Under the general direction of a Fingerprint Processing Technician 2, Assistant Supervisor or the Supervisor, Fingerprint Technical Unit, in the Bureau of the Records and Identification Section, Division of the State Police, Department of Law and Public Safety, performs the complex work involved in the identification of persons through the use of fingerprints; does other related work."*

An incumbent properly classified in this title primarily operates an Automated Fingerprint Identification System (AFIS) database to identify fingerprint matches. She/He communicates and prepares reports of findings to law enforcement personnel.

You contend your position should be reclassified to the title, Fingerprint Processing Technician 2 (17, A16, 45011). The definition section of this title states:

*"Under the general direction of the Assistant Supervisor and/or the Supervisor, Fingerprint Technical Unit, State Bureau of Identification, Records and Identification Section, Division of State Police, assists in the supervision of and coordinates the efforts of Fingerprint Processing Technicians 1 and 2 in the classification, filing and searching of fingerprints utilizing the Henry System with extensions in concert with an Automated Fingerprint Identification System (AFIS) of fingerprint identification and classification; does other related work."*

An incumbent properly classified in this title operates an Automated Fingerprint Identification System (AFIS) database to identify fingerprint matches. She/He communicates and prepares reports of findings to law enforcement personnel. She/He may provide assignments and guidance to Fingerprint Processing Technicians 1 and 2, assisting in their supervision.

The primary function of your position is the independent overview and operation of an AFIS remote site. You do not report directly to an Assistant Supervisor or Supervisor, Fingerprint Technical Unit. You do not assist in the supervision of Fingerprint Processing Technicians 1 and 2 or coordinate the workflow of subunits. The review of information obtained during the classification process revealed you are performing duties consistent with the title, Fingerprint Processing Technician 1.

Paul Materia  
May 30, 2013


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**Determination:**

In accordance with the Civil Service Commission's standards, your position does not meet the criteria established for the title Fingerprint Processing Technician 2 (17, A16, 45011). By copy of this letter, the appointing authority is advised your position is presently properly classified in the title Fingerprint Processing Technician 1 (15, A14, 45013).

According to the New Jersey Administrative Code 4A:3-3.9, you may appeal this determination within twenty (20) days of receipt of this notice. This appeal should be addressed to Written Record Appeals Unit, Division of Appeals and Regulatory Affairs, P.O. Box 312, Trenton, New Jersey 08625- 0312. Please note that the submission of an appeal must include written documentation and/or argument substantiating the portions of the determination being disputed and the basis for appeal.

Sincerely,

  
Nora Koch, Assistant Director  
State and Local Operations

NK/CL/SR

C: Mirella Bednar  
Sandy Roche  
File