B-22

STATE OF NEW JERSEY

In the Matter of Andrea Lownie, Department of Environmental Protection	:	FINAL ADMINISTRATIVE ACTION OF THE CIVIL SERVICE COMMISSION
CSC Docket No. 2014-1713	:	Classification Appeal

ISSUED: DEC 05 2014 (CAG)

Andrea Lownie appeals the attached decision of the Division of Classification and Personnel Management (CPM) that the proper classification of her position with the Department of Environmental Protection is Senior Technician, Management Information Systems (MIS). The appellant seeks an Administrative Analyst 4, Data Processing, classification in this proceeding.

The record in the present matter establishes that appellant's permanent title is Senior Technician, MIS. The appellant's position is located in the Division of Water Supply and Geoscience, Bureau of Safe Drinking Water, and she reports to Matthew Wilson, an Environmental Specialist 3. The appellant does not supervise any staff members. The appellant sought a reclassification of her position, contending that she was performing out-of-title duties of an Administrative Analyst 4, Data Processing. In support of her request, the appellant submitted a Position Classification Questionnaire (PCQ) completed in April 2013 detailing the different duties she performs as a Senior Technician, MIS. As a result, CPM performed a classification review including an analysis of the submitted PCQ and related documents and a telephone audit with appellant and her supervisor. The audit review found that Lownie's assigned duties and responsibilities, as detailed in CPM's attached decision, were commensurate with the title of Senior Technician, MIS, the title that she currently holds.

On appeal, the appellant argues that, although she currently performs various tasks within the Senior Technician, MIS title, she is also assigned many duties within the Administrative Analyst series. She describes her duties including training Administrative Analysts in the implementation and quality control of SDWIS-State (Safe Drinking Water Information Systems) and indicates that she is

involved in the testing of the software prior to its migration and the quality control of the data entry. She also argues that she was being trained to take over the duties of an Administrative Analyst 3 who was retiring in July 2014, whose duties included scheduling staff and coordinating activities to ensure that all compliance runs are completed.

Appellant submits a memorandum of support from Karen Fell, Assistant Director, Water Supply Operations Element, DEP, who asserts that Lownie is performing the work of an Administrative Analyst 4, Data Processing, or an even higher level of Administrative Analyst and describes her duties. Fell also asserts that Lownie does the same work as two unnamed staff members that were placed in the Administrative Analyst 3 title based on a decision by the Merit System Board. In addition, she asserts that Fell participates in development testing, training of staff, and development of SOP's for the new databases.

CONCLUSION

The definition section of the job specification for Senior Technician, MIS, states:

> Under direction of a supervisory official in a state or local department, institution, or agency, assists in the planning, development, and implementation of information systems; reviews related programs and systems; acts as liaison with internal components utilizing the systems, and/or with other government jurisdictions; or in a client/server environment, provides hardware/software support to end users; installs hardware and software on servers or work stations; does other related work.

The definition section of the job specification for Administrative Analyst 4, Data Processing, states:

> Under the supervision of an Administrative Analyst 1 or other supervisor of a medium sized bureau or equivalent organization in a state department or agency, assists in the formulation, development, implementation, and quality control of the various manual, mechanical, and automated data processing systems of the organization; assists in the coordination of all data processing activities with other state agencies; does related work.

Based on the information presented in the record, it is clear that the appellant's position is properly classified as a Senior Technician, MIS. Although appellant argues that she performs tasks within the Administrative Analyst series, in addition to her current title, although the appellant may perform some of the duties included in the job specification for the Administrative Analyst series, 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. Moreover, it is not uncommon for an employee to perform some duties which are above or below the level of work which is ordinarily performed. For purposes of determining the appropriate level within a given class, and for overall job specification purposes, the definition portion of the job specification is appropriately utilized. Although the appellant argues that she was being trained to take over the duties of an Administrative Analyst 3 who was retiring, the classification review is based on the duties appellant listed on her PCQ and was performing at the time of the audit review. If appellant's duties have changed since she completed the PCQ, she should submit a new PCQ to reflect her current duties. Therefore, the appellant's position is properly classified as Senior Technician, MIS based on the information submitted to CPM.

ORDER

Therefore, the Civil Service Commission concludes that the position of Andrea Lownie is properly classified as a Senior Technician, MIS.

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 3RD DAY OF DECEMBER 2014

Robert M Czech

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
PO Box 312
Trenton, New Jersey 08625-0312

Attachment

c: Andrea Lownie
Deni Gaskill
Kenneth Connolly
Joseph Gambino

STATE OF NEW JERSEY
CIVIL SERVICE COMMISSION
DIVISION OF CLASSIFICATION AND PERSONNEL MANAGEMENT
P.O. Box 313
Trenton, New Jersey 08625-0313

Chris Christie
Governor
Kim Guadagno
Lt. Governor

Robert M. Czech
Chair/Chief Executive Officer

December 2, 2013

Ms. Andrea Lownie
New Jersey Department of Environmental Protection
Division of Water Supply & Geoscience
Bureau of Safe Drinking Water
771 Mission Road
Trenton, New Jersey 08620

Re: Classification Appeal
Senior Technician, Management Information Systems
Position# 650308
CPM# 06130041
Employee Number# [redacted]

Dear Ms. Lownie:

This is to inform you, and the Department of Environmental Protection, of our determination concerning the classification appeal referenced above. You requested that your position be audited to determine if you are performing out-of-title work for your title of Senior Technician, Management Information Systems (62042, P18). You have indicated that you believe your current work duties are equivalent to those of the Administrative Analyst 4, Data Processing (50072D, P19) title. Your position is located in Division of Water Supply and Geoscience, Bureau of Safe Drinking Water. The Bureau of Human Resources Operations agreed that an audit should be conducted in order to determine the appropriate classification of your position.

This office has conducted a review of the submitted information, including the Position Classification Questionnaire (DPF-44S); organization chart; your Performance Assessment Review (PAR) form; your statements; and the statements of your supervisor, division director, and appointing authority. Additionally a telephone audit was performed with you and your supervisor.

The definition section of the specification for the title, Senior Technician, Management Information Systems (62042, P18) states:

Under direction of a supervisory official in a state or local department, institution, or agency, assists in the planning, development, and implementation of information systems; reviews related programs and systems; acts as liaison with internal components utilizing the systems, and/or with other government jurisdictions; or in a client/server environment, provides hardware/software support to end users; installs hardware and software on servers or workstations; does other related work."

An incumbent in the title Senior Technician, Management Information Systems (MIS) is responsible for assisting in planning, developing and implementing information systems to meet the needs of the work unit. Incumbents in this title may participate in program and operational studies to determine applicability to information systems, and prepare reports of findings and recommendations. The Senior Technician, MIS has a greater responsibility for analysis and problem solving above and beyond actual day to day operations of the information system.

Your position coordinates and prepares monthly and quarterly compliance reports, and prepares and issues subsequent monitoring and reporting violations. Your position maintains records of compliance reports and compiles historical violations statistics. Your position assists with the yearly and triennial compliance reports.

Your position migrates Ground Water Rule (GWR) schedules from the data bridge and creates GWR compliance schedules. Your position reviews the Environmental Electronic Reporting (E2) data trigger reports and issues correspondence to Water Systems regarding Nitrate and Volatile Organic Compounds (VOCs) monitoring schedules and creating compliance schedules as appropriate. Your position provides guidance to and reviews correspondence prepared by other data management staff.

Your position reviews all Non-Community Water System inspection reports for updates, deletions and additions. Your position enters data into all three of the Bureau's databases (SDWIS/State, NJEMS, and Masterfile) and verifies data by the use of Business Objects Reports. Your position advises management staff on ways to streamline data entry procedures. This is accomplished by creating an SOP on how to enter information manually into the SDWIS system.

Your position performs manual data entry of drinking water analytical data for parameters that are not electronically submitted. Your position assists in database User Acceptance Testing and Regression Testing. This involves upgrading the SDWIS system to the new version. Your position tests the system for errors. If errors exist, your position contacts IT for direction on how to make the corrections. Your position creates fictitious schedules and inspection reports, and makes changes to see if the system will accept the corrections.

Your position rectifies erroneous monitoring and reporting violations through database queries, telephone, and email contact with water supply personnel. Your position reviews sample data to determine when violations can be returned to compliance, and reviews County Environmental Health Agency (CEHA) enforcement actions documents and updates the SDWIS/State database as appropriate.

Your position prepares Standard Operating Procedures and provides guidelines and assistance to data management staff to employ when running compliance. Your position is responsible for the preparation and distribution of the daily E2 Sample reports to compliance staff.

The definition section of the specification for the title, Administrative Analyst 4 (Data Processing) (50072D, P19) states:

Under the supervision of an Administrative Analyst 1 or other supervisor of a medium sized bureau or equivalent organization in a state department or agency, assists in the formulation, development, implementation, and quality control of the various manual, mechanical, and automated data processing systems of the organization; assists in the coordination of all data processing activities with other state agencies; does related work."

The primary duties of an incumbent in this title involve assessing the organizational unit's administrative practices in order to recommend the creation of new or the revision of existing data processing systems to better serve the work unit. Your position is not responsible for creating, developing, implementing, or revising data processing systems. Your position is chiefly involved in the operation and maintenance of existing systems. The preponderance of your duties fall within the scope of a Senior Technician, Management Information Systems.

Determination:

By copy of this letter, the Appointing Authority is advised that your position is presently and properly classified as Senior Technician, Management Information (62042, P18). The class specification for Senior Technician, Management Information Systems is descriptive of the general nature and scope of the functions that may be performed by an incumbent in this position. However, the examples of work are for illustrative purposes and are not intended to restrict or limit performance of related tasks not specifically listed.

Please be advised that in accordance with N.J.A.C. 4A:3-3.9, you may appeal this decision within twenty (20) days of receipt of this letter. The appeal should be addressed to the Written Records 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 a copy of the determination being appealed as well as written documentation and/or argument substantiating the portions of the determination being disputed and the basis for the appeal.

Sincerely,

Martha Bell, Team Leader
Classification and Personnel Management

MB/db
C: Robin Liebeskind
Joseph Siracusa
Ref # 06130041