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STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION  
OF THE  
CIVIL SERVICE COMMISSION

In the Matter of Nichole Carthan,  
Department of the Treasury

CSC Docket No. 2015-150

Classification Appeal

ISSUED: FEB -9 2015 (RE)

Nichole Carthan appeals the attached June 27, 2014 decision of the Division of Classification and Personnel Management (CPM) which found that her position with the Department of the Treasury is correctly classified as Administrative Analyst 2, Data Processing. She seeks an Administrative Analyst 1, Data Processing classification in these proceedings.

By way of background, this is the second appeal by the appellant of a classification review of her position. *See In the Matter of Nicole Carthan, Department of the Treasury* (CSC, decided November 7, 2012), attached. In January 2014, Ms. Carthan submitted a second appeal of the classification of her position. She stated that she is the primary supervisor in the Information Services unit, and supervises and assigns work from this unit to various agencies, counties and municipal offices. She states that her *unit* reports to the Assistant Director for Property Administration and oversees the implementation and maintenance of all Data Processing Systems, manuals and forms for property administration. CPM conducted a second review consisting of a telephone interview with the appellant and her supervisor, and a review of all relevant documentation. Ms. Carthan's position is located in the Department of the Treasury, Division of Taxation, Property Administration Activity, LPT Valuation and Mapping and reports to the Chief of Operations. The position currently directly supervises one Administrative Analyst 3, Data Processing position.

CPM found that based on the primary duties of Ms. Carthan's position, as described in the attached determination, her title is properly classified as

Administrative Analyst 2, Data Processing. In doing so, CPM stated that the position does not coordinate data processing activities of the organization with other State agencies.

On appeal, the appellant argues that as the supervisor of the Information Services unit within Property Administration, she is the lead Information Technology specialist. She states that her primary function is to coordinate all data processing activities and requests both within the department and with other State agencies. She indicates that all changes, updates, and enhancements needed to any of the Property Administration systems due to legislative, regulatory, or law changes are coordinated by her and carried out with the assistance of the Office of Information Technology and the Office of Legislative Services. She states that many State agencies use the information housed within Property Administration to enhance or assist with their current operating systems, and these activities are overseen and coordinated by her unit. As an example, she states that currently, she meets with the Project Manager of the new Online Tax Court system at the Judiciary who is creating a customized export from the Property Assessment System that will feed into a new online system. She states that she oversees projects with other State agencies as well, such as creating the databases used to update the Governor's Transparency website regarding property assessments and taxes. She also indicates that she assists the Controller's Office by creating relational databases that are used during its audits.

Her supervisor wrote a letter in support of this appeal. He states that the appellant is Property Administration's primary coordinator for all Local Property Tax activities that interface with other State agencies including the Office of Legislative Services, the Tax Court, and the Office of Information Technology. He states that she synchronizes all data processing activities and processes requests both within the department and with other State agencies. In addition to managing data sharing, he also indicates that she is responsible for the Division's "Agency Core Mission Alignment" to providing Statewide support services to local government agencies as well as the citizens of New Jersey.

## CONCLUSION

The definition section of the job specification for the title, Administrative Analyst 1, Data Processing states:

Under the direction of a higher level supervisory officer in a State department or agency, supervises the development, implementation, and quality control of the various manual, mechanical, and automated data processing systems in a department or major division; coordinates all data processing activities of the organization with other State agencies; does related work as required.

The definition section of the job specification for the title, Administrative Analyst 2, Data Processing states:

Under direction of a supervisory official, performs tasks involved in the development, implementation, and quality control of the various manual, mechanical, and automated data processing systems of the organization; coordinates all data processing activities of an agency, division, small department, or large bureau; does related work as required.

Based upon a thorough review of the information presented in the record, it is clear that the appellant's position is properly classified as Administrative Analyst 2, Data Processing. If an appellant believes that work assignments have changed significantly so that the primary focus is different than that presented originally, she can request another classification review. In this case, the appellant submitted a Position Classification Questionnaire (PCQ) which is identical to the one that she provided for her prior appeal, and her Performance Assessment Review (PAR) is very similar to the one previously provided. Essentially, the appellant is submitting additional arguments for the same duties. CPM is not obligated to perform a classification review on duties which are identical to a prior classification review. Nonetheless, CPM reviewed this information again and spoke with the appellant and her supervisor, and did not find that the appellant has a scope of responsibility that is expanded to a department or major division level.

A portion of the job definition for the requested title indicates that the incumbent coordinates all Data Processing activities of the organization with other State agencies. Directly above that, the job definition refers to automated data processing systems in a department or major division. As such, the "organization" referred to is a department or major division, and it is not established that the Property Administration Activity Unit is a major division within the Department of the Treasury. While the appellant may coordinate all data processing activities with other State agencies, she does so for a unit or large bureau, and this is in alignment with the job definition for her current title. In sum, the level and scope of the primary duties of the position do not warrant an Administrative Analyst 1, Data Processing classification, and, as indicated in both of CPM's prior determinations, supervisory duties should be removed from the appellant's position.

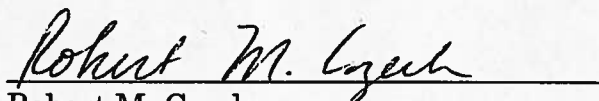
A thorough review of the information presented in the record establishes that Ms. Carthan's position is properly classified as Administrative Analyst 2, Data Processing, and she has not presented a sufficient basis to establish that her position is improperly classified.

**ORDER**

Therefore, the position of Nichole Carthan is properly classified as Administrative Analyst 2, Data Processing.

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 4<sup>th</sup> DAY OF FEBRUARY, 2015



Robert M. Czech  
Chairperson  
Civil Service Commission

Inquiries  
and  
Correspondence

Henry Maurer  
Director  
Division of Appeals and Regulatory Affairs  
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P. O. Box 312  
Trenton, New Jersey 08625-0312

Attachments (2)

- c. Nichole Carthan
- Douglas Ianni
- Kenneth Connolly
- Joseph Gambino



STATE OF NEW JERSEY  
CIVIL SERVICE COMMISSION  
CLASSIFICATION AND PERSONNEL MANAGEMENT  
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Robert M. Czech  
Chair/Chief Executive Officer

Chris Christie  
Governor  
Kim Guadagno  
Lt. Governor

June 27, 2014

Ms. Nichole Carthan  
Department of the Treasury  
50 Barrack Street  
P.O. Box 251  
Trenton, New Jersey 08625-0251

**RE: Classification Appeal, Administrative Analyst 2, Data Processing  
Position# 637901, CPM LOG# 01140358, EID# 000378977**

Dear Ms. Carthan:

This is to inform you, and the Department of the Treasury, of our determination concerning your classification appeal. This determination is based upon a thorough review and analysis of all information and documentation submitted and a telephone audit conducted with you, and your immediate supervisor, Thomas Reilly, Senior Executive Service, on May 6, 2014.

**Issue:**

You are appealing that your current permanent title of Administrative Analyst 2, Data Processing (P26) is not consistent with your current assigned duties and responsibilities. You contend that a title of Administrative Analyst 1, Data Processing (R29) is an appropriate title for your position.

**Organization:**

Your position is located in the Department of the Treasury, Division of Taxation, Property Administration Activity, and you report directly to Thomas Reilly, Senior Executive Service (M98). You directly supervise one (1) Administrative Analysts 3, Data Processing position.

Ms. Nichole Carthan  
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**Finding of Fact:**

The primary responsibilities of your position include, but are not limited to the following:

- Managing the Property Tax Assessment data processing system and overseeing the 13 data centers that use the system. Initiating system request orders to be forwarded to the Office of Information Technology for implementation.
- Providing guidance to management in determining data processing procedures and operations for the Policy Planning and Valuation and Mapping sections.
- Determining system changes and enhancements as they pertain to Property Administration data processing systems.
- Creating analytical and statistical reports using data from the Property Assessment and Sales data processing systems in response to requests from Division of Taxation management and other various agencies.
- Serving as a liaison between MOD IV Data Centers and the Office of Information Technology for technical and information processing matters related to property tax.
- Supervising the maintenance of all Local Property Tax databases by converting text files into a readable database form for requested reports and forms.
- Responding to OPRA requests for Property Administration and providing technical assistance to OPRA requestors.
- Managing the Local Property Tax webpage by reviewing updates for the webpage and entering all changes and enhancements.
- Performing continued research for technical upgrades to improve operations.

Ms. Nichole Carthan

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**Review and Analysis:**

Your position is currently classified by the title Administrative Analyst 2, Data Processing (50075G-P26). The definition section of the job specification for this title states:

“Under direction of a supervisory official, performs tasks involved in the development, implementation, and quality control of the various manual, mechanical, and automated data processing systems of the organization; coordinates all data processing activities of an agency, division, small department, or large bureau; does related work as required.”

The definition section of the job specification for the title, Administrative Analyst 1, Data Processing (50076G-R29) states:

“Under the direction of a higher level supervisory officer in a state department or agency, supervises the development, implementation and quality control of the various manual, mechanical, and automated data processing systems in a department or major division; coordinates all data processing activities of the organization with other state agencies; does related work as required..”

A review of your job duties and responsibilities finds that your position supports the Policy Planning and Valuation and Mapping sections of Property Administration. Your position maintains and makes enhancements to the MOD IV system; administers numerous databases; creates a variety of reports on several different databases for the review of upper management; acts as a liaison with the 13 Data Centers utilizing the MOD IV system; responds to OPRA requests for Property Administration information; and performs a variety of other duties in support of the Property Administration section. This position does not coordinate data processing activities of the organization with other state agencies.

By way of background, on August 31, 2012 this division issued a classification determination finding that your position was appropriately classified as an Administrative Analyst 2, Data Processing. A review of your latest submission

Ms. Nichole Carthan

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finds that the majority of your current assigned duties and responsibilities are substantially similar to those that were evaluated in August, 2012.

The preponderance of your assigned duties and responsibilities are significantly descriptive of tasks assigned to the title, Analyst 2, Data Processing (P26).

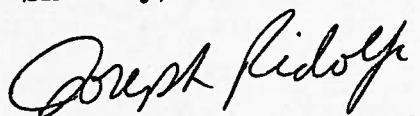
**Determination:**

Based upon the findings of fact cited above, it is my determination that the assigned duties and responsibilities of your position are properly classified by the title Administrative Analyst 2, Data Processing (50075G-P26).

Further, since the title Administrative Analyst 2, Data Processing (50075G-P26) non-supervisory in nature, all supervisory duties must be removed immediately.

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. This appeal should be addressed to 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,



Joseph Ridolfi, Team Leader  
Classification and Personnel Management

JR/tc

c: Ms. Laura Budzinski, Treasury Human Resources





STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION  
OF THE  
CIVIL SERVICE COMMISSION

In the Matter of Nichole Carthan,  
Department of the Treasury

CSC Docket No. 2013-674

Classification Appeal

ISSUED: NOV 14 2012 (RE)

Nichole Carthan appeals the attached August 31, 2012 decision of the Division of Classification and Personnel Management (CPM) which found that her position with the Department of the Treasury is correctly classified as Administrative Analyst 2, Data Processing. She seeks an Administrative Analyst 1, Data Processing classification in these proceedings.

By way of background, Ms. Carthan requested a review of her Administrative Analyst 2, Data Processing position, the title to which she was regularly appointed on August 6, 2010. A telephone interview was conducted with the appellant and her supervisor, and all relevant documentation was reviewed. Ms. Carthan's position is located in the Department of the Treasury, Division of Taxation, Property Administration Activity, LPT Valuation and Mapping and reports to the Chief of Operations. The position directly supervises two Administrative Analyst 3, Data Processing positions.

CPM found that based on the primary duties of Ms. Carthan's position, as described in the attached determination, her title is properly classified as Administrative Analyst 2, Data Processing. On appeal, the appellant argues that she reports directly to the Chief of Operations, and that the Property Assessment System is the core system in the Property Administration Activity area. She states that the system is used by 566 municipalities, and 13 vendors contracted by the municipalities operate the system and make programming changes and system enhancements. The appellant states that she is responsible for coordinating all data processing activities for the Property Assessment System, which provides

information and data sets to various State agencies. The appellant states that she became supervisor of the unit when the prior supervisor, an Administrative Analyst 1, Data Processing, left the agency, and the appellant assumed all of the job responsibilities of that position in addition to administering the internal portal for the New Jersey assessment community. The appellant submits samples of work in support of her appeal.

### CONCLUSION

The definition section of the job specification for the title, Administrative Analyst 1, Data Processing states:

Under the direction of a higher level supervisory officer in a State department or agency, supervises the development, implementation, and quality control of the various manual, mechanical, and automated data processing systems in a department or major division; coordinates all data processing activities of the organization with other State agencies; does related work as required.

The definition section of the job specification for the title, Administrative Analyst 2, Data Processing states:

Under direction of a supervisory official, performs tasks involved in the development, implementation, and quality control of the various manual, mechanical, and automated data processing systems of the organization; coordinates all data processing activities of an agency, division, small department, or large bureau; does related work as required.

Based upon a thorough review of the information presented in the record, it is clear that the appellant's position is properly classified as Administrative Analyst 2, Data Processing. It is noted that, in making classification determinations, emphasis is placed on the definition section of the job specification to distinguish one class of positions from another. The definition portion of a job specification is a brief statement of the kind and level of work being performed in a title series and is relied on to distinguish one class from another. 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.<sup>1</sup> How well or efficiently an employee does his or her job, length of service, and qualifications have no effect on the classification of a position currently occupied, as *positions*, not employees, are classified.

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<sup>1</sup> See *In the Matter of Patricia Lightsey* (MSB, decided June 8, 2005), *aff'd on reconsideration* (MSB, decided November 22, 2005).

Based on the information submitted for review, the appellant clearly performs duties in the Administrative Analyst, Data Processing title series. However, an Administrative Analyst 1, Data Processing classification is not appropriate in this particular case based on the fact that appellant does not supervise the development, implementation, and quality control of the various manual, mechanical, and automated data processing systems in *a department or major division*. The position manages the Property Tax Assessment data processing system that is used to monitor New Jersey local property tax for land parcels. This position is critical to the Local Property Tax Valuation and Mapping section, however, this section is not a major division within the Department of the Treasury. Thus, the level and scope of the position does not warrant an Administrative Analyst 1, Data Processing classification.

Ms. Carthan argues that she is performing the same duties as a former Administrative Analyst 1, Data Processing. Nevertheless, a classification appeal cannot be based on a comparison to the duties of other positions, especially if those positions are misclassified. *See in the Matter of Carol Maita, Department of Labor* (Commissioner of Personnel, Decided March 16, 1995); *In the Matter of Dennis Stover, Middletown Township* (Commissioner of Personnel, decided March 28, 1996); *In the Matter of Lorraine Davis, Office of the Public Defender* (Commissioner of Personnel, Decided February 20, 1997), *Affirmed*, Docket No. A-5011-96t1 (App. Div. October 3, 1998).

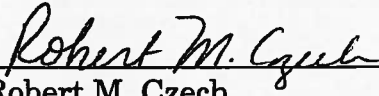
A thorough review of the information presented in the record establishes that Ms. Carthan's position is properly classified as Administrative Analyst 2, Data Processing, and she has not presented a sufficient basis to establish that her position is improperly classified.

#### ORDER

Therefore, the position of Nichole Carthan is properly classified as Administrative Analyst 2, Data Processing.

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 7<sup>th</sup> DAY OF NOVEMBER, 2012

  
\_\_\_\_\_  
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  
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Attachment

- c. Nichole Carthan  
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STATE OF NEW JERSEY  
CIVIL SERVICE COMMISSION  
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P.O. Box 313  
Trenton, New Jersey 08625-0313  
(609 292-8189)

Robert M. Czech  
*Chair/Chief Executive Officer*

August 31, 2012

Ms. Nichole Carthan  
50 Barrack Street  
P.O. Box 251  
Trenton, New Jersey 08625

**RE: Classification Appeal, Administrative Analyst 2, Data Processing  
Position #637901, CPM LOG #05120094, EID #000378977**

Dear Ms. Carthan:

This is to inform you, and the Department of the Treasury, of our determination concerning your classification appeal. This determination is based upon a thorough review and analysis of all information and documentation submitted and a telephone audit conducted with you, and your immediate supervisor, Thomas Reilly, Chief of Operations, on August 7, 2012.

**Issue:**

You are appealing that your current permanent title of Administrative Analyst 2, Data Processing (P26) is not consistent with your current assigned duties and responsibilities. You contend that a title of Administrative Analyst 1, Data Processing (R29) is an appropriate title for your position.

**Organization:**

Your position is located in the Department of the Treasury, Division of Taxation, Property Administration Activity, LPT Valuation and Mapping, and you report directly to Thomas Reilly, Chief of Operations (M32). You directly supervise two (2) positions of Administrative Analysts 3, Data Processing.

**Finding of Facts:**

The primary responsibilities of your position include, but are not limited to the following:

- Managing the Property Tax Assessment data processing system and overseeing the 13 data centers that use the system. Initiating system request orders to be forwarded to the Office of Information Technology for implementation.
- Modifying the Property Assessment data processing system to reflect changes in legislation.
- Maintaining and updating the MOD IV program for the data centers within Property Administration. Ensuring that all submissions are compatible with the system.
- Serving as a liaison between MOD IV Data Centers and the Office of Information Technology for technical and information processing matters related to property tax.
- Supervising the maintenance of all Local Property Tax databases by converting text files into readable database form for requested reports and forms.
- Combining certified Tax List files received from the 13 MOD IV data centers. Providing a file containing over 3 million records which are eventually uploaded for the Public Tax List Search.
- Responding to all OPRA requests for Property Administration and providing technical assistance to OPRA requestors.
- Managing the Local Property Tax webpage by reviewing updates for the webpage and entering all changes and enhancements.
- Performing continued research for technical upgrades to improve operations.

**Review and Analysis:**

Your position is currently classified by the title Administrative Analyst 2, Data Processing (50075G-P26). The definition section of the job specification for this title states:

Ms. Nicole Carthan

Page 3

August 31, 2012

“Under direction of a supervisory official, performs tasks involved in the development, implementation, and quality control of the various manual, mechanical, and automated data processing systems of the organization; coordinates all data processing activities of an agency, division, small department, or large bureau; does related work as required.”

The definition section of the job specification for the title, Administrative Analyst 1, Data Processing (50076G-R29) states:

“Under the direction of a higher level supervisory officer in a state department or agency, supervises the development, implementation and quality control of the various manual, mechanical, and automated data processing systems in a department or major division; coordinates all data processing activities of the organization with other state agencies; does related work as required.”

A review of your job duties and responsibilities finds that the primary function of your position is to manage the Property Tax Assessment data processing system. Additionally your position supports and acts as a liaison with the 13 Data Centers using the MOD IV system, updates and modifies systems to assure data processing systems are operating at optimal capacity, performs necessary modifications to database text and produce requested compatible statistical and analytical reports, and responds to OPRA requests for Property Administration information. This position does not coordinate all data processing activities of the organization with other state agencies.

After a thorough review of all of the information obtained, it has been determined that the assigned duties and responsibilities of this position does not elevate beyond the current title of Administrative Analyst 2, Data Processing (P-26).

**Determination:**

Based upon the findings of fact above, it is my determination that the assigned duties and responsibilities of your position are properly classified by the title Administrative Analyst 2, Data Processing (50075G-P26). Therefore, the classification of this position will remain unchanged.

Further, since the title Administrative Analyst 2, Data Processing (50075G-P26) is non-supervisory in nature, all supervisory duties must be removed immediately.

Ms. Nicole Carthan

Page 4

August 31, 2012

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. This appeal should be addressed to 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 written documentation and/or argument substantiating the portions of the determination being disputed and the basis for the appeal.

Sincerely,



Joseph Ridolfi, Team Leader  
Classification and Personnel Management

JR/tc

C: Ms. Laura Budzinski