

B-55



STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION  
OF THE  
CIVIL SERVICE COMMISSION

In the Matter of Joan Taylor,  
Department of Health

CSC Docket No. 2014-2016

Classification Appeal

ISSUED: FEB - 9 2015

(LDH)

Joan Taylor appeals the attached decision of the Division of Classification and Personnel Management (CPM) that determined the proper classification of her position with the Department of Health is Administrative Analyst 2, Fiscal Management. Taylor seeks either an Administrative Analyst 1 or a Contract Administrator 3 classification.

The record in the present matter establishes Taylor is currently serving permanently in the title of Administrative Analyst 2, Fiscal Management. Taylor pursued the matter of her reclassification with CPM. CPM reviewed all documentation supplied by Taylor and performed a telephone audit of her position. The position is located in the Division of Health Facilities Evaluation and Licensing, Department of Health. CPM found that Taylor did not perform any supervisory duties. Rather, CPM found that the primary duties and responsibilities of her position were primarily fiscal in nature and included: planning and conducting of management, statistical, organizational, fiscal, performance, and budget analyses which were limited to the operations of the Division of Health Facilities Evaluation and Licensing; taking the lead over staff engaged in implementing fiscal/financial programs within the division; processing of financial documents to ensure work is in compliance with appropriate rules and regulations; preparing aspects of the federal budget for the Center for Medical Services; and making projections for expenditures for the coming year for equipment, travel and training expenses which impact the division. CPM determined that the appellant was not responsible for the review, analysis and appraisal of Department administrative procedures, organization and performance. Based upon this

information, CPM concluded Taylor's position was properly classified as an Administrative Analyst 2, Fiscal Management.

On appeal to the Civil Service Commission (Commission), Taylor argues that since an Administrative Analyst 1 title was not appropriate, then she should be reclassified into a Contract Administrator 3 position. She argues her five years of supervising an Administrative Analyst 3, Procurement and a Principal Clerk Typist demonstrate her ability to provide assignment, instruction, and supervision of work to staff. She also argues her experience with fiscal budgets, contracts, and regulations demonstrate her abilities for the title of Contract Administrator 3. Therefore, she asserts a more proper classification is Contract Administrator 3.

### CONCLUSION

The definition section of the job specification for Administrative Analyst 1 states:

Under supervision of a supervisory official in a state department, institution, or agency, performs duties of significant difficulty and/or supervises staff involved with review, analysis, and appraisal of current department administrative procedures, organization, and performance, and prepares recommendations for changes and/or revision therein; does other related duties as required.

The definition section of the job specification for Administrative Analyst 2, Fiscal Management states:

Under direction of a supervisor, assists in supervising work activities involving planning and conducting management, statistical, organizational, fiscal, performance, and budget analyses of department programs; takes the lead in conducting cost benefit analyses and effectiveness surveys; where alternative programs are needed, assists in making evaluations and recommendations as required; does other related duties.

The definition section of the job specification for Contract Administrator 3 states:

Under direction of a supervisory official oversees, reviews, and administers various state contracts and/or grants, and provides the technical expertise required for contract and/or grant preparation, fiscal administration, procurement, allocation, and/or monitoring; exercises controllership, approval rights and responsibilities, and supervises activities and staff involved in the administration of

statewide construction and/or professional service contracts; does other related work.

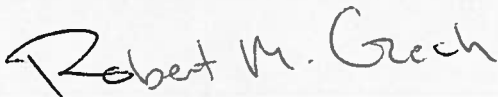
In the instant matter, CPM determined Taylor's position was appropriately classified as an Administrative Analyst 2, Fiscal Management. Specifically, CPM concluded that Taylor's duties were in accord with the duties for the title of Administrative Analyst 2, Fiscal Management since her duties were primarily fiscal in nature and involved the planning and conducting of fiscal performance and budget analyses. Moreover, CPM noted that since Taylor's position did not have supervisory responsibility over lower level Administrative Analysts, Fiscal Management, the title of Administrative Analyst 1 was not appropriate. Although Taylor argues her position should be classified as an Administrative Analyst 1 or as a Contract Administrator 3, she provides no evidence she performed these duties or that she supervises the work of subordinate personnel. In fact, the appellant states in her appeal she has been removed from the supervisory role due to her title not supporting the supervising function. Although Taylor claims her duties developing contracts and interpreting administrative letters are evidence she performs the duties of a Contract Administrator 3, her duties do not include supervisory responsibility for activities and staff involved in the administration of statewide construction and/or professional service contracts. Therefore, since a Contract Administrator 3 must supervise the work of subordinate personnel, and Taylor does not, this classification would also not be appropriate. Accordingly, Taylor has failed to establish that CPM's determination that her position was properly classified as Administrative Analyst 2, Fiscal Management was incorrect.

### ORDER

Therefore, the Commission concludes that the proper classification of Taylor's position is Administrative Analyst 2, Fiscal Management.

This is the final administrative action in the 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



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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: Joan Taylor  
Loreta Sepulveda  
Kenneth Connolly  
Joseph Gambino**



Chris Christie  
Governor  
Kim Guadagno  
Lt. Governor

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

Robert M. Czech  
Chair/Chief Executive Officer

January 15, 2014

Joan Taylor  
New Jersey Department of Health  
Division of Health Facilities Evaluation & Licensing  
Office of the Assistant Commissioner  
120 South Stockton Street  
Post Office Box 367  
Trenton, New Jersey 08625-0367

**Re: Classification Appeal, Administrative Analyst 2, Fiscal Management (P26);**  
Position #: 101465; CPM Log #: 07130034; EID #: 000316432.

Dear Ms. Taylor:

This is in response to the classification appeal received July 5, 2013 submitted to this office on your behalf by Loreta Sepulveda, Director, Human Resources. The package indicates that you are appealing your current permanent title of Administrative Analyst 2, Fiscal Management (50075H, P26), and that you believe the appropriate classification of your position is Administrative Analyst 1 (50076, R29). Your position is located in the Division of Health Facilities Evaluation & Licensing (HFE&L), Office of the Assistant Commissioner.

On December 17, 2013, a telephone audit was conducted with you and your supervisor, Jeanette Bergeron, Executive Assistant 2 (59917, V29) to confirm information regarding your duties and the structure of your organizational unit. In addition, this office has also conducted a review of the submitted information, including the Position Classification Questionnaire (DPF-44S); Performance Assessment Review (PAR) form; organization chart; your statements; and the statements of your supervisor, program manager (or division director).

A review of the aforementioned documents indicates that your position reports to an Executive Assistant 2 (59917, V29). The rest of your unit is composed of: one (1) Administrative Analyst 3, Procurement; one (1) Administrative Assistant 2; one (1) Head File Clerk; and one (1) Principal Clerk Typist. You have no supervisory responsibilities.

An Administrative Analyst 1 is required to perform functions of significant difficulty and/or supervise and personally review these programs/activities and evaluate their administration, objectives, efficiency, effectiveness and suitability to current conditions, costs and accomplishment in order to determine whether these department activities/programs are essential to good government and are carried out economically/efficiently. While the duties of

Joan Taylor  
January 15, 2014  
Page 2.

your position involve performing duties of significant difficulty, they are primarily fiscal in nature and involve the planning and conducting of management, statistical, organizational, fiscal, performance, and budget analyses which are limited to the operations of the Division of Health Facilities Evaluation & Licensing. You are not responsible for the review, analysis and appraisal of Department administrative procedures, organization and performance.


Your position is responsible for taking the lead over staff engaged in implementing fiscal/financial programs within the division and the processing of financial documents to ensure that this work is in compliance with appropriate rules and regulations. You have the responsibility for preparing aspects of the federal budget for the Center for Medical Services (CMS) and making projections for expenditures for the coming year for equipment, travel and training expenses which impact your division (HFE&L), you submit these projections to the Office of Financial Services in the Division of Administration (Department of Health) who review these projections for final approval and submission to the CMS. These duties are commensurate with your current title of Administrative Analyst 2, Fiscal Management. The fact that you do not have supervisory responsibility over lower level Administrative Analysts Fiscal Management precludes you from serving at the higher Administrative Analyst 1, Fiscal Management level.

Therefore, based on this information and the fact that the aforementioned parties are in agreement with the stated duties, it is our determination that the appropriate classification of your position is Administrative Analyst 2, Fiscal Management (50075H, P26). By copy of this letter the Appointing Authority is advised that your position is presently and properly classified as Administrative Analyst 2, Fiscal Management.

The class specification for this title is descriptive of the general nature and scope of the functions that may be performed by the incumbent in this position. However, the examples of work are for illustrative purposes and are not intended to restrict or limit performance of the related tasks not specifically listed.

An appeal of this decision may be filed within twenty (20) days of receipt of this letter. Since an appeal will be subject to final administrative review, all arguments that you wish considered should be submitted within the specified timeframe. Appeals should be addressed to the Written Records Appeal 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 T. Bell, Human Resource Consultant 5  
Classification and Personnel Management

MTB/rz  
c: Loreta Sepulveda  
Ann Kopczynski