



various automated data processing systems; nor does she coordinate all data processing activities of an agency, division, small department, or large bureau. Based on the foregoing, CPM determined that the duties performed by Weigold were consistent with the definition and examples of work included in the job specification for Administrative Analyst 3, Data Processing.

On appeal to the Civil Service Commission (Commission), Weigold argues that her duties and responsibilities are more consistent with an Administrative Analyst 2, Data Processing classification. Weigold argues that the difference between the classifications is whether she acts independently. She asserts that she performs tasks with minimal supervision.<sup>1</sup> She also maintains that she is solely responsible for performing all the daily task and projects that involve nine taxes; including defining tax specific business requirements/rules; evaluating tax legislation; designing/revising of tax forms to conform to applicable laws; evaluating of user requests for system modification; developing, editing and posting rules including tax calculations; performing end-user acceptance testing and sign off for all development changes; and monitoring tax systems to insure compliance to business rules. She contends that she has been doing these duties independently since June 2012. Thus, she asserts that an Administrative Analyst 2, Data Processing classification is more appropriate.

### CONCLUSION

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

Under direction of a supervisory official, preforms 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 Administrative Analyst 3, Data Processing states:

Under direction of a supervisory official, assists in the development, implementation, and quality control of various manual, mechanical, and automated data processing systems of the organization; coordinates all data processing activities of a medium sized bureau, or

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<sup>1</sup> It is noted that on her Position Classification Questionnaire (PCQ) it was indicated that Weigold performs her duties with "general" supervision which is defined in the PCQ as "work is performed independently; the incumbent seldom refers matters to supervisor except for clarification of Policy."

organizational equivalent with other state agencies; does other related duties as required.

A review of the record reveals that Weigold's position is properly classified by the title of Administrative Analyst 3, Data Processing. Though the job specifications are similar in most respects, the defining differences between the two specifications are the level of supervision and the complexity involved in the development, implementation, and quality control of the various manual, mechanical, and automated data processing systems of the organization. Incumbents in the title, Administrative Analyst 2, Data Processing, perform assignments with greater independence and complexity than lower level analysts. CPM found that Weigold was responsible for creating new program modules and making changes to existing programs used to process, maintain, and define data from tax returns; acting as a liaison to the Office of Information Technology; evaluating tax forms periodically for efficiency and effectiveness; revising tax forms to reflect legislative changes; and performing other related duties as required.

Contrarily, Weigold does not perform the duties and responsibilities of an Administrative Analyst 2, Data Processing. Weigold's argument that she should get a higher classification because she is performing duties of her retired immediate supervisor is erroneous. *See In the Matter of Benjamin Ritter* (CSC, decided July 13, 2011) (Occasionally performing the duties of a higher level employee in his or her absence is not a basis for reclassification of the lower level position). Though Weigold may sporadically perform the duties of an Administrative Analyst 2, Data Processing, Weigold has failed to present a substantive change in job content to warrant a reclassification. *See e.g., In the Matter of Galen Preble* (Commissioner of Personnel, decided October 3, 1996). Accordingly, Weigold has failed to establish that CPM's determination, that her position is properly classified as an Administrative Analyst 3, Data Processing, was incorrect.

#### ORDER

Therefore, the Civil Service Commission concludes that the proper classification of Weigold's position is Administrative Analyst 3, 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 MARCH, 2015

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  
P.O. Box 312  
Trenton, New Jersey 08625-0312**

**Attachment**

**c: Lauren Weigold  
Kenneth Connolly  
Douglas Ianni  
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  
(609 292-8189)

Robert M. Czech  
*Chair/Chief Executive Officer*

August 14, 2014

Ms. Lauren Weigold  
Department of the Treasury  
Division of Taxation  
50 Barrack Street, 10<sup>th</sup> Fl.  
P.O. Box 269  
Trenton, New Jersey 08625-0269

**RE: Classification Appeal – Administrative Analyst 3, Data Processing,  
CPM Log # 02140088, Position # 094137, EID # 000498088**

Dear Ms. Weigold:

This is to inform you and the Department of the Treasury of our determination regarding your classification appeal. This determination is based upon a thorough review and analysis of all information and documentation submitted.

**ISSUE:**

You are serving in the title, Administrative Analyst 3, Data Processing (P21 – 50073F) and contend you are performing duties and responsibilities commensurate with the title, Administrative Analyst 2, Data Processing (P26 – 50075G).

**ORGANIZATION AND STRUCTURE:**

Your position is assigned to the Division of Taxation, Data Systems Activity, and you report directly to Mario Zapicchi, Supervising Administrative Analyst (M32). Your position does not possess supervisory responsibility.

**FINDINGS OF FACT:**

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

August 14, 2014

- Creating new program modules and making changes to existing programs used to process, maintain and define data from tax returns uploaded to the mainframe.
- Acting as liaison to the Office of Information Technology, and coordinating data processing operations between the Division of Revenue and Taxation Data Systems Activities.
- Evaluating tax forms periodically for efficiency and effectiveness, and drafting and designing new forms proposed through new legislation.
- Testing all proposed program changes related to various business, alcohol, and tobacco sales taxes, and granting final approval prior to downloading these changes to the Production mainframe.
- Evaluating CBT (Corporation Business Tax) forms for efficiency and effectiveness and drafting and designing new forms based upon legislative changes.

**REVIEW AND ANALYSIS:**

In reviewing your request, various titles were examined in relation to the overall duties being performed by your position to determine the appropriate classification for the tasks described by you and your supervisor

The definition section of the job specification for the current title, Administrative Analyst 3, (Data Processing), states:

“Under direction of a supervisory official, assists in the development, implementation, and quality control of various manual, mechanical, and automated data processing systems of the organization; coordinates all data processing activities of a medium sized bureau, or organizational equivalent with other state agencies; does other related duties as required.”

You contend that the title, Administrative Analyst 2, (Data Processing) is an appropriate title classification for your position. The definition section of the job specification for this title, states:

Ms. Lauren Weigold

Page 3

August 14, 2014

“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.”

A review of your job duties and responsibilities finds that you create program modules to process, maintain, and define tax return data, monitor validity-code rules and create corrective rules to edit tax return data, in order to ensure the accurate posting of return transactions to the mainframe tax system. Your position is also responsible for handling data processing activities related to monitoring and enhancing the collection of the Corporate Business Tax for the Data Systems Activity, which is responsible for the efficient and effective electronic data processing for state level taxes administered under the Division of Taxation. Those duties, as well as the preponderance of other assigned duties and responsibilities, are encompassed within your current title.

A thorough review and analysis of the assigned duties and responsibilities of this position finds that the position is best classified by the title of Administrative Analyst 3, Data Processing (P21).

**DETERMINATION:**

Based on 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 3, Data Processing (P21 – 50073F).

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 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 a copy of the determination being appealed as

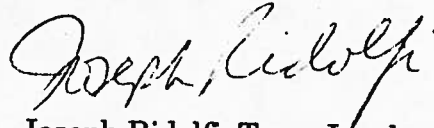
Ms. Lauren Weigold

Page 4

August 14, 2014

well as written documentation and/or argument substantiating the portions of the determination being disputed and the basis for the appeal.

Sincerely,

A handwritten signature in black ink that reads "Joseph Ridolfi". The signature is written in a cursive style with a large initial "J" and a long, sweeping underline.

Joseph Ridolfi, Team Leader  
Classification and Personnel Management

JR/at

c: Ms. Laura Budzinski, Treasury Human Resources