

B-72



STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION  
OF THE  
CIVIL SERVICE COMMISSION

In the Matter of Tracy Robidoux,  
Department of Corrections

CSC Docket No. 2014-3153

Classification Appeal

MAR - 9 2015

ISSUED: ~~MAR - 9 2015~~ (WR)

Tracy Robidoux appeals the attached decision of the former Division of Classification and Personnel Management (CPM)<sup>1</sup> that her position with the Department of Corrections is properly classified as a Technical Assistant, Contract Administration. Ms. Robidoux seeks an Administrative Analyst 3, Fiscal Management classification in this proceeding.

By way of background, Ms. Robidoux requested a review of her Secretarial Assistant 3 (Non-Stenographic) position, the title to which she was regularly appointed on December 8, 2012. An audit was conducted with Ms. Robidoux and her supervisor, and all relevant documentation was reviewed. Ms. Robidoux's position is located in the Department of Corrections, Office of Policy and Planning, Grants Management and reports to Therese Mathews, Management Improvement Specialist 1. The position does not have any supervisory responsibilities. CPM found that based on the primary duties of Ms. Robidoux's position, as described in the attached determination letter, her title is properly classified as a Technical Assistant, Contract Administration.

On appeal to the Civil Service Commission (Commission), Ms. Robidoux describes her duties by detailing examples of the work she performs. For example, she asserts that she prepares the Office of Policy and Planning Monthly Report and Executive Summary; was responsible for the appointing authority's "Internet Letter of Support link," a "significant revision of annual review draft," and an "Internal

<sup>1</sup> CPM is currently known as the Division of Agency Services.

Management Procedure for Letters of Support;” and is authorized to use various fiscal management applications. She also asserts that she “create[s] original spreadsheets including formula calculations for statistical, demographic and frequency distributions for self-populating cells, tables and fields.” Ms. Robidoux favorably compares her duties to the examples of work listed in the Administrative Analyst 3, Fiscal Management job specification and thus concludes that she is performing the duties of that title. Ms. Robidoux also argues that she is qualified for the position since she possesses a Bachelor of Science degree in Accounting and was found eligible for the Administrative Analyst 3, Fiscal Management position in 2013. In support of her appeal, Ms. Robidoux submits various documents that exemplify the work she performs and her Performance Assessment Review for February to June 2014.

In response, the Division of Agency Services (DAS) contends that Ms. Robidoux’s position is properly classified as a Technical Assistant, Contract Administration. It states that the major components of Ms. Robidoux’s position are editing and making effective recommendations on department grant applications and calculating and adapting grant appraisal charts to determine agency program conditions.

Ms. Robidoux responds that the DAS offers “only a general statement in rebuttal” rather than “specific findings of facts related to individual job/task examples.” Ms. Robidoux states that a representative assigned by the appointing authority met with her supervisor prior to her filing the Position Classification Questionnaire, but no examples of work were reviewed or requested and no desk audit was conducted. Nevertheless, Ms. Robidoux contends that the examples of work she has provided on appeal demonstrate that she is performing the duties of an Administrative Analyst 3, Fiscal Management.

## CONCLUSION

The definition section of the job specification for Technical Assistant, Contract Administration states:

Under supervision, monitors and performs the review of routine financial contracts and contract applications to ensure compliance with and adherence to prescribed contracting policies, procedures and regulations; does related work.

The definition section of the job specification for Administrative Analyst 3, Fiscal Management states:

Under direction of an Administrative Analyst 1, or other supervisor in a State department, plans and conducts management, statistical,

organizational, fiscal, performance, and budget analyses of department and/or division programs; assists in conducting cost benefit analyses and effectiveness surveys; does related duties as required.

Initially, it is noted that Ms. Robidoux does not dispute the duties CPM determined she performs. Rather, she gives examples of work she performs and contends that her duties are commensurate with the title Administrative Analyst 3, Fiscal Management rather than the title of Technical Assistant, Contract Administration. However, 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 incumbent, but rather is to ensure that the position is classified in the most appropriate title available within the State's classification plan.<sup>2</sup> 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. Additionally, 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. See *In the Matter of Debra DiCello*, (CSC, decided June 24, 2009). Accordingly, Ms. Robidoux's admittance to a prior examination for Administrative Analyst 3, Fiscal Management or her qualifications have no bearing on the present matter, as the issue in the present matter is whether Ms. Robidoux was performing the duties of an Administrative Analyst 3, Fiscal Management at the time of her classification review.

Moreover, unlike an Administrative Analyst 3, Fiscal Management, Ms. Robidoux does not perform organizational, financial, or budgetary analysis of department or division programs. Similarly, a review of Ms. Robidoux's duties establishes that she is not responsible for conducting cost benefit analyses and effectiveness surveys. While Ms. Robidoux argues that her duties "best fit" those of an Administrative Analyst 3, Fiscal Management, it is not uncommon for an employee to perform some duties which are above or below the level which is ordinarily performed. As indicated above, for purposes of determining the appropriate level within a given class, and for overall job specification purposes, the definition portion of a job specification is appropriately utilized. In reviewing the

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<sup>2</sup> See *In the Matter of Patricia Lightsey* (MSB, decided June 8, 2005), *aff'd on reconsideration* (MSB, decided November 22, 2005).

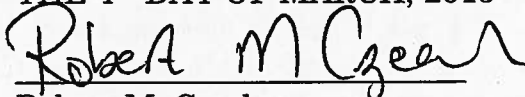
examples of work listed by Ms. Robidoux and as found by CPM, they are consistent with an employee who reviews routine grants and grant applications to ensure compliance with prescribed policies, procedures and regulations, which are commensurate with the duties of an Technical Assistant, Contract Administration. Accordingly, a thorough review of the information presented in the record establishes that Ms. Robidoux's position is properly classified as Technical Assistant, Contract Administration, and she has not presented a sufficient basis to establish that her position is improperly classified.

### ORDER

Therefore, it is ordered that the appeal be denied and the position of Tracy Robidoux is properly classified as Technical Assistant, Contract Administration.

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  
Chairperson  
Civil Service Commission

Inquiries  
and  
Correspondence

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

#### Attachment

- c. Tracy Robidoux
- James Mulholland
- 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

April 30, 2014

Ms. Tracy Robidoux  
Department of Corrections  
Office of Policy & Planning - Grants Management Unit  
P.O. Box 863  
Trenton, New Jersey 08625-0863

**RE: Classification Appeal, Secretarial Assistant 3 (Non-Stenographic)  
Position # 033678, CPM Log # 01140127, EID # 000705267**

Dear Ms. Robidoux:

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

**Issue:**

You are appealing that your current permanent title of Secretarial Assistant 3 (Non-Stenographic) (A15) is not consistent with your current assigned duties and responsibilities. You contend that a title of Administrative Analyst 3, Fiscal Management (P21) is an appropriate title for your position.

**Organization:**

Your position is located in the Department of Corrections, Office of Policy and Planning, Grants Management. You report directly to Therese Mathews, Management Improvement Specialist 1 (Y31) and do not possess supervisory responsibility.

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**Finding of Fact:**

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

- Reviewing and making recommendations on various aspects of grant applications pending supervisory review and approval.
- Analyzing department grant expenditures in conjunction with performing clerical duties by entering appropriate information online or in the database report system.
- Calculating and adapting grant appraisals to determine agency/program conditions.
- Analyzing, compiling and preparing detailed documentation supporting the reimbursements for the Bulletproof Vest Program subject to supervisor review and approval.
- Preparing correspondence to be reviewed and signed for grant awards and program reimbursements.
- Researching and developing methods to update unit file retention and archives.
- Preparing monthly compilations and single audit reports as directed, subject to supervisor review.

**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.

Your position is currently classified by the title, Secretarial Assistant 3 (Non-Stenographic) (A15-24531C). The definition section of the job specification for this title states:

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“May be assigned as a secretary to Assistant Division Directors, Bureau Chiefs, or their organizational equivalents; does other related duties.”

Your classification appeal submission indicates that you believe the title Administrative Analyst 3, Fiscal Management (P21-50073D) is an appropriate title for your position. The definition section for this title states, states:

“Under direction of an Administrative Analyst 1, or other supervisor in a state department, plans and conducts management, statistical, organizational, fiscal, performance, and budget analyses of department and/or division programs; assists in conducting cost benefit analyses and effectiveness surveys; does related duties as required.”

An Administrative Analyst 3, Fiscal Management plans and conducts management, statistical, organizational, fiscal, performance and budget analyses of department and/or division programs. Your position is not assigned duties and responsibilities of this nature.

The definition section of the job specification for the title Technical Assistant, Contract Administration (A16 - 62844) states:

“Under supervision, monitors and performs the review of routine financial contracts and contract applications to ensure compliance with and adherence to prescribed contracting policies, procedures and regulations; does related work.”

Incumbents classified as a Technical Assistant, Contract Administration are responsible for reviewing routine contracts and contract applications to ensure compliance with prescribed contracting policies, procedures and regulations.

A review of your job duties and responsibilities finds that the main function of your position is to review, edit and make effective recommendations on department grant applications. This position also calculates and adapts grants appraisal charts to determine agency program conditions.

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The preponderance of assigned duties and responsibilities are significantly descriptive of the tasks assigned to the title Technical Assistant, Contract Administration (A16 - 62844).

**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 Technical Assistant, Contract Administration (A16 - 62844), effective February 8, 2014.

The New Jersey Administrative Code 4A:3-3.5(c)1 states that "within 30 days of receipt of the reclassification determination, unless extended by the Commissioner in a particular case for good cause, the Appointing Authority shall either effect the required change in the classification of an employee's position; assign duties and responsibilities commensurate with the employee's current title; or reassign the employee to the duties and responsibilities to which the employee has permanent rights. Any change in the classification of a permanent employee's position, whether promotional, demotional or lateral, shall be effected in accordance with all application rules.

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



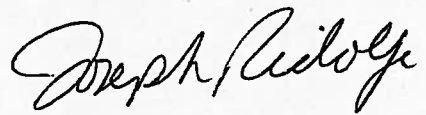
Ms. Tracy Robidoux

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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 cursive script, appearing to read "Joseph Ridolfi".

Joseph Ridolfi, Team Leader

Classification and Personnel Management

JR/do

c: James J. Mulholland, Director Human Resources  
John Elfo, Manager Human Resources  
PMIS Unit, CSC

