



B-38

STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION
OF THE
CIVIL SERVICE COMMISSION

In the Matter of Robert Chojnacki,
Department of Environmental
Protection

Classification Appeal

CSC Docket No. 2015-530

ISSUED: APR - 2 2015

(RE)

Robert Chojnacki appeals the attached decision of the Division of Classification and Personnel Management¹ (CPM) that his position with the Department of Environmental Protection is properly classified as Network Administrator 1. The appellant seeks a Network Administrator 2 classification in this proceeding.

Mr. Chojnacki requested a review of his position as a Network Administrator 1, a title to which he was regularly appointed on November 3, 2011. It is noted that he was provisionally appointed to that title on April 23, 2011. His position, located in the Department of Environmental Protection, Office of Information Resource Management, Bureau of Network Computer Systems, reports to a Project Manager Data Processing and does not have supervisory responsibility.

As described in the attached determination, CPM found that based on the primary duties of Mr. Chojnacki's position, his title is properly classified as Network Administrator 1. On appeal, Mr. Chojnacki argues that he is the Department's lead administrator of critical network data. He states that he frequently advises staff throughout the department on best practices about data storage and organization; supervises the efficient use of space allocated to the users; reviews the use of remote access methods and users to ensure they are being used properly; serves as an advisor to a security group; and has been project lead for the Department's migration to Windows 7, which involved the upgrade and deployment of over 3,000

¹ Now the Division of Agency Services.

computers within the Department. In this capacity as project leader, he states that he was tasked with assigning and reviewing the work of other staff, ensuring computers were re-imaged properly, deployments were scheduled and deployed, software installations were completed, and ensuring that those tasks were completed by other staff members in a timely manner.

In support of this appeal, the appellant's supervisor states that the appellant is the lead administrator of critical network data backups and recovery as well as Microsoft BitLocker Security, AirCards and Virtual Private Network Processing, installations and administration. He also confirmed that the appellant was a project leader for the Department's migration to Windows 7, involving the upgrade and deployment of more than 3,000 personal computers. The supervisor believes that this demonstrates that the appellant has served as a lead worker.

CONCLUSION

The definition section of the job specification for Network Administrator 1 states:

Under direction performs professional work, which includes development, implementation, and maintenance of multi-network, multi-user Local Area Networks (LAN); Metropolitan Area Networks (MAN); and/or Wide Area Networks (WAN); maintains centralized, decentralized, and remote network services; maintains network security and data integrity; provides consultations and recommendations to infrastructure managers as required to troubleshoot and resolve network problems, monitor overall performance, and conduct upgrades as required; does other related duties.

The definition section of the job specification for Network Administrator 2 States:

Under direction performs professional work, which includes development, implementation, and maintenance of multi-network, multi-user local area networks (LAN), metropolitan area networks (MAN), and/or wide area networks (WAN); maintains and/or supervises maintenance of centralized, decentralized, and remote network services; maintains and/or directs maintenance of network security and data integrity; provides and/or directs consultations and recommendations to infrastructure managers as required to troubleshoot and resolve network problems, monitor overall performance, and conduct upgrades as required; takes the lead in

planning upgrades, capacity, and communication requirements; does other related duties.

It is long-standing policy that upon review of a request for position classification, when it is found that the majority of an incumbent's duties and responsibilities are related to the examples of work found in a particular job specification, that title is deemed the appropriate title for the position. There is very little difference in the job specifications between levels 1 and 2, except in the definition. CPM noted that the primary difference between levels 1 and 2 is that the Network Administrator 2 directs or takes the lead in planning upgrades, capacity and communication requirements. Taking the lead is the distinguishing characteristic that has been traditionally utilized in considering whether a position should be classified at the requested title. A leadership role refers to those persons whose titles are non-supervisory in nature, but are required to act as a leader of a group of employees in titles at the same or a lower level than themselves. Duties and responsibilities would include training, assigning and reviewing work of other employees on a regular and recurring basis, such that the lead worker has contact with other employees in an advisory position. However, such duties are considered non-supervisory since they do not include the responsibility for the preparation of performance evaluations.

The definition of lead worker does not include assisting staff from other units or agencies, or being responsible for or being the sole expert in an area, or dispensing recommendations, advice and information to others. In *In the Matter of Elizabeth Dowd, et al.* (MSB, decided February 9, 2005), it was noted that lead worker duties are akin to those of a supervisor in many respects, absent the responsibility for formal performance evaluations that can lead to the effective hiring, firing, or demotion of a subordinate. Intermittently taking charge in the absence of the regular supervisor, instructing staff, training, and ensuring performance of assigned tasks, without the responsibility for employee performance evaluations would be considered duties of a lead worker. See also, *In the Matter of Diane Epps and Lisa Sallad* (MSB, decided May 15, 2002) and *In the Matter of Martha Grimm* (MSB, decided August 14, 2001). It also includes assigning and reviewing the work of others, and guiding people, specifically, coworkers involved in the same type of work. The record does not establish that Mr. Chojnacki functions as a lead worker over employees performing the same kind of work on a consistent, daily basis, and the information that he provides on appeal also does not establish that he is taking the lead over coworkers. There is no doubt that the appellant performs within the purview of work expected of a Network Administrator. However, he has not presented evidence that he takes the lead over professional-level coworkers, by assigning and reviewing work, providing guidance and advice on various aspects of planning, training, and otherwise directing.

The file indicates that the primary responsibility for assigning and scheduling projects and tasks is assigned to the Project Manager Data Processing. The appellant stated that he was project lead in the Department's migration to Windows 7. Nevertheless, the list of responsibilities and task assignments indicates that the appellant's supervisor was the primary contact for this task, a Network Administrator 2 was the backup contact, and the appellant was the secondary backup contact for this task. In addition, there were other tasks, such as Viewfinity Implementation and Support, for which the appellant was not involved. On his position classification questionnaire (PCQ), the appellant listed 20 tasks which composed 100% of his time; however, project lead over the Department's migration to Windows 7 was not listed. On appeal, the appellant indicated that, "As project lead, I ensure computers are re-imaged properly, deployments are scheduled and deployed, and software installations are completed." These tasks are general help-desk duties, and he listed several help-desk related duties on his PCQ. Nevertheless, this is one project and not the primary focus of the position.

The appellant's supervisor indicates that the appellant is the lead administrator over critical network backups and recovery. He also states that the appellant is responsible for Microsoft BitLocker Security, AirCards and Virtual Private Network Processing, installations and administration. The list of responsibilities and tasks mentioned previously indicate that the networking areas under the Project Manager's purview are divided among the employees by area. That is, each individual is responsible for certain section of the unit's work. The appellant's responsibility was primarily Remote Access administration, network data backup administration, AirCard administration, distributed file system administration, Microsoft BitLocker administration, and Help Desk HEAT Database support. Other individuals are responsible for other areas. This division of work does not establish that the appellant is a lead worker. A lead worker in these areas would have a coworker also working in the areas who was responsible for associated tasks. The lead worker would assign work to this individual, provide assistance and support with questions or problems, and provide information regarding this individual's performance to the supervisor for a performance evaluation. In addition, performance as a lead worker would not be ancillary to one task, but would involve a portion of time significant enough to be considered a primary work duty. The information submitted by the appellant during the classification review and on appeal does not encompass the scope of responsibilities of a lead worker.

It is noted that 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. See *In the Matter of Patricia Lightsey* (MSB, decided June 8, 2005), *aff'd on reconsideration* (MSB, decided November 22, 2005). Further, how well or efficiently an employee does his or her job, their length of service, and their qualifications have no effect on

the classification of a position currently occupied, as *positions*, not employees, are classified.

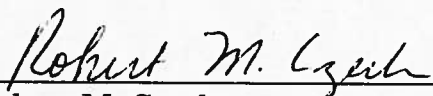
A thorough review of the information presented in the record establishes that Mr. Chojnacki's position is properly classified as Network Administrator 1, and he has not presented a sufficient basis to establish that his position is improperly classified.

ORDER

Therefore, the position of Robert Chojnacki is properly classified as Network Administrator 1.

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 1st DAY OF APRIL, 2015



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Chairperson
Civil Service Commission

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and
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Attachment

- c. Robert Chojnacki
- Deni Gaskill
- Kenneth Connolly
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Chair/Chief Executive Officer

July 25, 2014

Mr. Robert E. Chojnacki
New Jersey Department of Environmental Protection
Office of Information Resource Management
Bureau of Network Computer Systems
401 East State Street
PO Box 420 Mail Code 401-01
Trenton, New Jersey 08625-0420

Re: Classification Appeal
Network Administrator 1
Position #091765
CPM #11130243
Employee ID #000479555

Dear Mr. Chojnacki:

This is to inform you, and the Department of Environmental Protection, of our determination concerning the classification appeal referenced above. Our review involved a detailed analysis of the Position Classification Questionnaire (DPF-44S); organization chart; your Performance Assessment Review (PAR); your statements; the statements of your supervisor, division director, and appointing authority; and a desk audit that was conducted May 28, 2014.

Issue:

You requested that your position be audited to determine if you are performing out-of-title work for your title of Network Administrator 1. You believe that your duties and responsibilities are more appropriate to the Network Administrator 2 title. The Bureau of Human Resources Operations agreed that an audit should be conducted in order to determine the appropriate classification of your position.

Organization:

The position is located in the Department of Environmental Protection, Office of the Deputy Commissioner, Office of information Resource Management, Bureau of Network Computer Systems. You are supervised by John Boyle, Project Manager, Data Processing (S30), and you have no supervisory responsibility.

Findings of Fact:

The position performs the following duties and responsibilities:

- Develops, implements, and maintains disk-to-disk-to-tape backup system.
- Develops and implements the off-site storage policy.
- Maintains the Microsoft Bitlocker Administration Monitoring server to comply with OIT security policies.
- Maintains the Microsoft Data Protection Manager server to provide real-time backup for Microsoft Share Point Data.
- Troubleshoots and resolves problems with backup appliances, network connectivity, and network server capacity to ensure completion of backup activities.
- Schedules and organizes data backups for all DEP network servers and data systems
- Installs, configures, and maintains network servers and network backup infrastructure in Local Area Network and Wide Area Network locations.
- Troubleshoots Volume Shadow Copy server components to provide real-time server based online backup.
- Monitors performance of network backup activity to minimize the impact to network traffic during normal working hours.
- Provides disaster recovery support in the event a system outage causes damage to a server or network storage unit.
- Serves as Network Administrator for DEP's Active Directory.

- Serves as Network Administrator for the help desk ticketing software.
- Trains staff on network administration tools.
- Authors technical documents and procedures to assist the help desk staff in troubleshooting in-house application problems.
- Serves as VPN representative for the Department assisting users on completion of remote access and Air Card requests, and reviewing and processing applications for approval.
- Assists users to install and provide support for Go To My PC.

Review and Analysis:

The duties and responsibilities of the position were compared to those described within the class specification for Network Administrator 1 and Network Administrator 2.

The definition section of the specification for the title, Network Administrator 1 (P26, 10107), states:

“Under direction performs professional work, which includes development, implementation, and maintenance of multinetwork, multi-user Local Area Networks (LAN), Metropolitan Area Networks (MAN), and/or Wide Area Networks (WAN); maintains centralized, decentralized, and remote network services; maintains network security and data integrity; provides consultations and recommendations to infrastructure managers as required to troubleshoot and resolve network problems, monitor overall performance, and conduct upgrades as required; does other related duties.”

The definition section of the specification for the title, Network Administrator 2 (P29, 10108), states:

“Under direction performs professional work, which includes development, implementation, and maintenance of multinetwork, multiuser Local Area Networks (LAN), Metropolitan Area Networks (MAN), and/or Wide Area Networks (WAN); maintains and/or supervises maintenance of centralized, decentralized, and remote network services; maintains and/or directs maintenance of

network security and data integrity; provides and/or directs consultations and recommendations to infrastructure managers as required to troubleshoot and resolve network problems, monitor overall performance, and conduct upgrades as required; takes the lead in planning upgrades, capacity, and communication requirements; does other related duties.”

A Network Administrator 1 and a Network Administrator 2 share similar duties and responsibilities. Both are involved in the development, implementation, and maintenance of multi-network, multi-user environment. Incumbents in these titles maintain availability of centralized, decentralized, and remote network services. Incumbents administer user access to network resources and add/modify/delete user accounts for file/print and dial-in servers. The significant distinction between the Network Administrator 1 and the Network Administrator 2 titles is that a Network Administrator 2 is expected to function as a lead worker in planning upgrades, capacity, and communication requirements. A lead worker refers to those persons whose titles are non-supervisory in nature, but are required to act as a leader of a group of employees in titles at a lower level than themselves. Duties and responsibilities would include assigning and reviewing work of other employees on a regular and recurring basis, such that the lead worker has contact with other employees in an advisory position.

Your position maintains and administers the back-up infrastructure ensuring proper functioning, including reviewing and correcting error reports. Your position serves as call center coordinator during scheduled shifts, processing tickets utilized to document computer problems and resolution. Your position implements, configures, and updates the Volume Shadow Copy on the servers which allows users to view previous versions of their files. Your position moves data to create additional file space as needed and creates user rights to specific folders. Your position serves as the Microsoft Bitlocker Administration Manager ensuring set-up and storage for encryption keys for laptops. Your position prepares purchase orders and license renewals for vendors supplying back-up systems for the Department. Your position serves as the primary point-of-contact for the Site Remediation Program in the Windows 7 migration. Your position represents the Bureau on the Remote Access Committee, Statewide Security Committee, and a FBI sponsored state and local government information sharing committee. Your position maintains and updates off-site storage policy, account creation, troubleshooting guides, and guidelines for conference room projectors.

Your position does not serve as a lead worker. Your position does not function as a leader of a group of employees nor does the position assign and review work of other employees on a regular and recurring basis.

Name: Robert Chojnacki
Date: July 25, 2014

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Taking the aforementioned into consideration, your position aligns with the professional expectations of the Network Administrator 1 title.

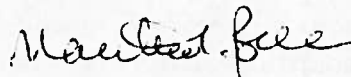
Determination:

By copy of this letter, the Appointing Authority is advised that your position is properly classified as Network Administrator 1 (P26, 10107).

The class specification for Network Administrator 1 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.

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 T. Bell
Human Resource Consultant 5
Classification and Personnel Management

MTB/rej
C: Robin Liebeskind
Joseph Siracusa
CPM #11130243