



STATE OF NEW JERSEY

**FINAL ADMINISTRATIVE ACTION
OF THE
CIVIL SERVICE COMMISSION**

In the Matter of Maria Valte,
Department of the Treasury

Classification Appeal

CSC Docket No. 2015-2301

ISSUED: JUN - 8 2015 (LDH)

Maria Valte appeals the attached decision of the Division of Classification and Personnel Management¹ (CPM) that determined the proper classification of her position with the Department of the Treasury is Administrative Analyst 2, Data Processing. Valte seeks an Administrative Analyst 1, Data Processing classification.

The record in the present matter establishes that Valte is currently serving permanently in the title of Administrative Analyst 2, Data Processing. Valte's position is located in the Division of Revenue and Enterprise Services (Revenue and Enterprise Services), Revenue Accounting Bureau, Department of the Treasury. Valte pursued the matter of her classification with CPM. CPM reviewed all documentation supplied by Valte and performed a telephone audit of her position. CPM found the duties and responsibilities of Valte's position entailed supervising the Department of Environmental Protection (DEP) Revenue Recording Unit; planning, organizing, and assigning the work of the organizational unit; evaluating employee performance and conduct; serving as the Contract Manager of the credit card contract for the State; ensuring that the State's credit card processes meet required Credit Card Payment Card Industry (PCI) standards by migrating the existing web based credit card application to a PCI platform; serving as the lead analyst for updates and additions to the Revenue and Enterprise Services website;

¹ Now, the Division of Agency Services.

serving as liaison to the Office of Information Technology (OIT) and private vendors; providing application support for the Motor Vehicle Commission's Surcharge Tracking Accounts and Receivable System (STARS); uploading 1080c forms from out-of-state Income Tax Forms; and assisting with telephone calls regarding uploads. It is noted that the Revenue Recording Unit is comprised of one Administrative Assistant; one Program Technician; one Technician Management Information Systems; one Technical Assistant 2, Treasury, and one Technical Assistant 3. The primary function of the unit is to ensure the electronic processing of payments generated by DEP. Based on the foregoing, CPM determined that the duties performed by Valte were consistent with the definition and examples of work included in the job specification for Administrative Analyst 2, Data Processing. However, it also stated that since an Administrative Analyst 2, Data Processing title is not a supervisory title, the supervisory responsibilities should be removed from the position.

On appeal to the Civil Service Commission (Commission), Valte argues that her duties and responsibilities are more consistent with an Administrative Analyst 1, Data Processing classification. Valte contends that the Revenue Recording Unit is responsible for incorporating the development, implementation and quality control of DEP accounts. According to Valte, the unit ensures that all licenses and payments are processed accurately and in a timely manner. In addition, the unit disseminates invoices to individuals and DEP programs. Finally, Valte states that subsequent to her initial review, she has assumed the responsibility of Contract Manager for Motor Vehicles Commission-Surcharge Request for Proposal (RFP) and her staff is assisting her in the technical aspects of the RFP, researching accounts and providing user access in the STARS system.

CONCLUSION

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

Under the 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; and does related work as required.

The definition section of the job specification for 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 Program Specialist 3 states:

Under the general supervision of a Program Specialist 4 or other supervisory officer in a State department, institution or agency, or in a local jurisdiction, may directly supervise professional and/or technical staff engaged in program activities, or performs the more complex and sensitive professional, administrative and analytical work to promote the planning, operation, implementation, monitoring and evaluation of various programs and services administered by the Department of assignment; conducts the research and field work necessary to meet the needs of the appropriate state and/or local public or private agencies; does other related work.

In the instant matter, CPM determined that Valte's position was appropriately classified as an Administrative Analyst 2, Data Processing since she did not supervise staff responsible for the development, implementation and quality control of variety of data processing systems. However, a review of the record does not support this conclusion. Specifically, Valte supervises the DEP Revenue Recording unit. The members of this unit utilize data processing systems to accurately process payments. However, the unit does not develop, implement and supervise the quality control of data processing systems. Moreover, the Administrative Analyst 2, Data Processing title is not a supervisory title but Valte supervises. Thus, neither the Administrative Analyst 1, Data Processing nor the Administrative Analyst 2, Data Processing titles are appropriate.

Rather, a holistic view of Valte's duties and responsibilities indicate that the appropriate title for her position is Program Specialist 3. In this regard, an incumbent in the title of Program Specialist 3 supervises or performs the more complex and sensitive administrative, analytical and professional work to promote the planning, operation, implementation, monitoring and/or evaluation of various programs and services administered by the Department of assignment; provides guidance and technical assistance regarding program activities to agencies and program clients; and maintains essential records, reports and files. Valte directly supervises professional and/or technical staff engaged in the Department's activities. Further, Valte supervises the processing of DEP mail, checks, and billings; acts as a lead analyst in the coordination of updates to the Division of Revenue and Enterprise Services' website; and provides application support to the Motor Vehicle Commission's STARS system. Accordingly, a thorough review of the entire record fails to establish that Valte has presented a sufficient basis to warrant

an Administrative Analyst 1, Data Processing classification of her position. Instead, the proper classification of her title is Program Specialist 3.²

Additionally, in State service, *N.J.A.C. 4A:3-3.9(f)*1 provides that the effective date of implementation of the reclassification shall be the pay period immediately after 14 days from the date this agency received the request for reclassification. Therefore, since the Position Classification Questionnaire was received on July 3, 2014, the effective date is July 26, 2014.

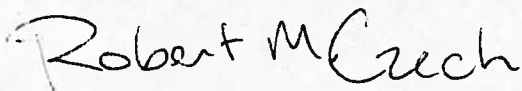
Lastly, in her appeal documents, Valte states that subsequent to her initial request for a classification review, she has taken on responsibility of Contract Manager for Motor Vehicles Commission-Surcharge RFPs. In addition, her unit is assisting her with the technical aspects of the RFP, researching accounts and providing user access in STARS. Although Valte claims she has assumed new duties and responsibilities, the performance of these duties postdates the audit and thus is irrelevant to the instant matter. However, should Valte believe that these new duties change the classification of her position, she may submit a new reclassification request pursuant to *N.J.A.C. 4A:3-3.9*. Accordingly, a review of the record fails to establish that Valte has presented a sufficient basis to warrant an Administrative Analyst 1, Data Processing classification of her position.

ORDER

Therefore, the Civil Service Commission concludes that the proper classification of Maria Valte's position is Program Specialist 3.

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 3rd DAY OF JUNE, 2015



Robert M. Czech
Chairperson
Civil Service Commission

² It is noted that the Program Specialist 3 and Administrative Analyst 2, Data Processing titles are at the same class code. Accordingly, there will be no change in Valte's level of compensation.

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

c: Maria Valte
Kenneth Connolly
Douglas Ianni
Joseph Gambino



Chris Christie
Governor
Kim Guadagno
Lt. Governor

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

Robert M. Czech
Chair/Chief Executive Officer

December 30, 2014

Ms. Maria Valte
[REDACTED]
[REDACTED]

**RE: Classification Appeal, Administrative Analyst 2, Data Processing,
CPM Log #0714008. Position #005509, EID #000479445**

Dear Ms. Valte:

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, Donna Fleming, on November 12, 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 the title of Administrative Analyst 1, Data Processing (R29) is an appropriate title for your position.

Organization:

Your position is located in the Division of Revenue and Enterprise Services, Revenue Accounting Bureau, and you report directly to Donna Fleming, Chief of Operations, Treasury (&32). Your position is directly responsible for the supervision of five positions consisting of one (1) Administrative Assistant 2 (P21), one (1) Program Technician (R20), one (1) Technician Management Information Systems (A16), one (1) Technical Assistant 2, Treasury (A15), and one (1) Technical Assistant 3 (A12).

Ms. Maria Valte

Page 2

December 30, 2014

Finding of Fact:

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

- Supervising the Department of Environmental Protection (DEP) Revenue Recording Unit. Planning, organizing, and assigning the work of the organizational unit and evaluating employee performance and conduct.
- Serving as the Contract Manager of the credit card contract for the State. Ensuring that the State processes transactions that meet required Credit Card Payment Card Industry (PCI) standards by migrating existing web based credit card applications to a PCI platform.
- Serving as the lead analyst for updates and additions to the Division of Revenue and Enterprise Services website. Liaising with staff from the Office of Information Technology and private vendors.
- Providing application support for the Motor Vehicle Commission's Surcharge Tracking Accounts and Receivable System (STARS).
- Uploading 1080c forms from out of state Income Tax Forms and assisting with telephone calls regarding uploads.

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.

You contend that the title Administrative analyst 1, Data Processing (50076G-R29) is an appropriate title for your position. The definition section for this title 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

Ms. Maria Valte

Page 3

December 30, 2014

all data processing activities of the organization with other state agencies; does related work as required.”

An Administrative Analyst 1, Data Processing supervises staff responsible for the development, implementation, and quality control of a variety of data processing systems. A review of your position finds that your position does not supervise staff responsible for performing duties of this nature. Therefore, the Administrative Analyst 1, Data Processing title is not an appropriate classification for your position.

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.”

Your position is assigned a wide range of duties and responsibilities in the different areas of your assignment. Your position supervises the processing of DEP mail, checks, and billings; oversees credit card contracts to ensure that compliance is met and that credits and debits are entered into the New Jersey Financial System; acts as a lead analyst in the coordination of updates to the Division of Revenue and Enterprise Services website; and provides application support to the Motor Vehicle Commission's STARS system.

A thorough review of the assigned duties and responsibilities of this position and an analysis of all of the information attained finds that it is best classified by the title of Administrative Analyst 2, Data Processing (P26).

Ms. Maria Valte

Page 4

December 30, 2014

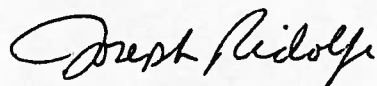
Determination:

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).

Further, please be advised that the Administrative Analyst 2, Data Processing title is not a supervisory title. Therefore the assignment of supervisory responsibility should be removed immediately from this position.

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