

B-27



STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION
OF THE
CIVIL SERVICE COMMISSION

In the Matter of Ana Estrada,
Department of the Treasury

Classification Appeal

CSC Docket No. 2016-4046

ISSUED: **DEC 23 2019** (HS)

Ana Estrada appeals the attached decision of the Division of Agency Services (Agency Services), which found that her position with the Department of the Treasury is properly classified as an Administrative Analyst 1. She seeks an Administrative Analyst 3 classification in this proceeding.

The record in the present matter establishes that at the time of her request for classification review, the appellant was serving permanently in the title of Administrative Analyst 1. Her position was assigned to the Unclaimed Property/Administration/Safekeeping Team. Agency Services received the request in December 2015 and performed a review of all submitted information, including a Position Classification Questionnaire, and performed a telephone audit with the appellant and her supervisor. Agency Services' review found that the appellant: oversaw all incoming revenue, financial records and cash statements for the Personal Property Trust Fund and Unclaimed County deposits; maintained a spreadsheet of incoming revenue and claim payments and made reconciliations to the New Jersey Comprehensive Financial System (NJCFIS) database; entered all principal and income cash receipts from the securities portfolio into NJCFIS; ensured all receipts are accounted for and coordinated with the reports section of Office of Management and Budget (OMB) regarding any inconsistencies; prepared fiscal/financial reports for management and/or other sections within the Department; and maintained various databases, which include the 1099 (for manual claim requests), securities and all incoming gas and electric utility stocks. Agency Services noted that a position classified as an Administrative Analyst 3 typically reviews department programs/activities and evaluates their

administration, objectives, efficiency, effectiveness and suitability to current conditions, costs and accomplishment using established procedures/standards; plans, conducts and develops analytical studies of existing operations/routines for a division in a large department to determine feasibility for data processing and makes recommendations, or is responsible for this activity in a small department; investigates/develops solutions to problem areas; identifies and works toward elimination of unnecessary and/or wasteful administrative practices/positions; and helps to determine where program and/or administrative duplication may exist. Agency Services also noted that at the time of the telephone audit, a review of the Table of Organization found that the appellant's position reported to an Auditor 3. As such, reclassification of the appellant's position to Administrative Analyst 3 would have created an inappropriate reporting relationship in that the appellant and her supervisor would have held titles in the same salary range, 26. Based on the foregoing, Agency Services found that the appellant's assigned duties and responsibilities were commensurate with the title of Administrative Analyst 1, the title she currently holds.

On appeal to the Civil Service Commission, the appellant states that she and her supervisor were never asked if there would be a change in reporting relationship in the event of reclassification. In this regard, she claims that if her position were to be reclassified to Administrative Analyst 3, she would then report to the Supervising Auditor (salary range 28).

In addition, the appellant asserts that she mentioned during the telephone audit that she had acquired full responsibility for Check Tracers (Stop Payments) and the Utility Trust Fund from a retired Administrative Analyst 3. Although the appellant mentioned that some of the work involved with the Utility Trust Fund would be similar to work she had been doing in terms of revenue management and reporting, she maintains that the responsibilities for this fund are completely different from what she had been doing. Specifically with regard to the Utility Trust Fund duties acquired from the retired Administrative Analyst 3, she performs more detailed and analytic duties since the fund is a senior fund; conducts and analyzes fund calculations to generate transfer amount estimation for Unclaimed Property; investigates and determines stock price, capital appreciation and income generated from the time of claim receipt; calculates liquidation price plus interest on the present value of shares, whichever is greater for each claim; adheres to the statutory requirements for 75% liquidation reimbursement request to outside agency on each individual security claim; interprets her findings with outside agency to substantiate the fund transfer amount (millions of dollars); and accounts for any gain or loss from transfer to revenue source. The appellant further contends that she is working at the same level as another individual serving in the title of Administrative Analyst 3. In this regard, she approves and reviews cash receipts and manual payments for the Administrative Analyst 3 and Auditor 3; performs duties that are not merely inputting or preparing; manages, analyzes and interprets

data for the funds; accounts for all of Unclaimed Property Revenue; and provides weekly revenue totals and budget estimation from her analysis to the Administrator. The appellant also states that she analyzed the current workflow and identified duplication in recordkeeping and data storage; reconfigured the financial statement for Personal Trust Fund to eliminate unnecessary information and decrease human error and is in the process of doing the same for the Utility Trust Fund to improve its efficiency and eliminate certain practices; developed a new system on data storage to change the existing operations and make it more functional for all her funds; and changed the procedure on check redeposits after a Check Tracers has been placed, increasing efficiency and eliminating repayment delays. In support, the appellant submits letters from the Auditor 3 and Supervising Auditor; samples of work done in connection with the Utility Trust Fund; and an organizational chart.

CONCLUSION

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

Under close supervision of an Administrative Analyst 4 or other supervisor in a State department, institution or agency, assists as part of a team or task force in the review, analysis and appraisal of current department administrative procedures, organization and performance, and helps prepare recommendations for changes and/or revisions; does other related duties as required.

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

Under general supervision of an Administrative Analyst 4 or other supervisor in a State department, institution or agency, performs the review, analysis and appraisal of current department administrative procedures, organization and performance and helps to prepare recommendations for changes and/or revisions; does other related duties.

In the instant matter, reclassification of the appellant's position is not warranted. As noted by Agency Services, a position classified as an Administrative Analyst 3 is generally expected to conduct reviews of departmental programs and activities; evaluate their economy, efficiency and effectiveness; and recommend or implement administrative improvements to address identified organizational deficiencies. In short, a position classified as an Administrative Analyst 3 must have as the *primary* function duties involved in the overall operational analysis of a specialized area in the organization with the direct responsibility for the

recommendation, planning or implementation of improvements for the agency as a result of such analysis. Conversely, the appellant's position primarily oversaw revenue, financial records and cash statements for trust funds and deposits; accounted for receipts and coordinated with OMB regarding inconsistencies; prepared financial reports; and maintained databases.

Although the appellant indicates that she took on full responsibility for the Utility Trust Fund and communicated this information during the telephone audit, reclassification is still not warranted as the description of the associated duties provided on appeal is not inconsistent with the revenue oversight and reporting duties revealed through the classification review. The remainder of the duties listed by the appellant on appeal also do not warrant reclassification as position classification is based on the information provided during the classification review. As to the appellant's arguments that she acquired duties previously performed by an Administrative Analyst 3 and performs at the same level as another individual serving in the title of Administrative Analyst 3, a classification appeal cannot be based on a comparison to the duties of other positions. *See In the Matter of Carol Maita, Department of Labor* (Commissioner of Personnel, decided March 16, 1995).

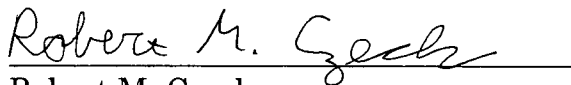
Finally, the appellant's claim that her reporting relationship would change in the event of reclassification is not persuasive. In this regard, a classification determination is based on a review of a position at a particular point in time as verified by this agency through an audit or other formal study, and a change in a reporting relationship that may occur in the future is not a factor in such a determination. Regardless, it has already been noted that an Administrative Analyst 3 classification was not appropriate for the duties of the appellant's position. Accordingly, the record presents no basis to disturb Agency Services' determination.

ORDER

Therefore, it is ordered that this appeal be denied.

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 21ST DAY OF DECEMBER, 2016



Robert M. Czech

Chairperson

Civil Service Commission

Inquiries
and
Correspondence

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

Attachment

- c. Ana Estrada
Douglas Ianni
Kelly Glenn
Records Center



STATE OF NEW JERSEY
CIVIL SERVICE COMMISSION
AGENCY SERVICES
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Robert M. Czech
Chair Chief Executive Officer

Chris Christie
Governor
Kim Guadagno
Lt. Governor

May 3, 2016

Ms. Ana Estrada

[REDACTED]

RE: Classification Appeal – Administrative Analyst 1
AS# [REDACTED], Position# [REDACTED], EID# [REDACTED]

Dear Ms. Estrada:

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, Jennifer Piscopo-Busa.

Issue:

You are appealing your current title of Administrative Analyst 1 (P19) is not consistent your current assigned duties and responsibilities. You contend that the title Administrative Analyst 3 (P26) is consistent with the duties that you currently perform.

Organization:

According to the organizational chart that was submitted, your position is assigned to the Unclaimed Property/Administration/Safekeeping Team. You report directly to Jennifer Piscopo-Busa, Auditor 3 (R26) and you do not possess supervisory responsibility.

Finding of Fact:

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

- Overseeing all incoming revenue, financial records and cash statement for the Personal Property Trust Fund and Unclaimed County deposits.
- Maintaining a spreadsheet of incoming revenue and claim payments and making reconciliations to the New Jersey Comprehensive Financial System (NJCFS) database.
- Entering all principal and income cash receipts from the securities portfolio into NJCFS.
- Ensuring all receipts are accounted for and coordinating with the reports section or Office of Management and Budget (OMB) regarding any inconsistencies.
- Preparing fiscal/financial reports for management and/or other sections within the Department.
- Maintaining various databases which include: the 1099 (for manual claim requests); securities; and all incoming gas and electric utility stocks.

Review and Analysis:

Your position is currently classified by the title Administrative Analyst 1. The definition section of the job specification for the title Administrative Analyst 1 (P19-50072) states:

“Under close supervision of an Administrative Analyst 4 or other supervisor in a state department, institution, or agency, assists as part of a team or task force in the review, analysis, and appraisal of current department administrative procedures, organization, and performance, and helps prepare recommendations for changes and/or revisions; does other related duties as required.”

You contend that the title Administrative Analyst 3 is an appropriate title for your position. The definition section of the job specification for Administrative Analyst 3 (P26-50075) states:

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“Under general supervision of an Administrative Analyst 4 or other supervisor in a state department, institution, or agency, performs the review, analysis, and appraisal of current department administrative procedures, organization, and performance and helps to prepare recommendations for changes and/or revisions; does other related duties.”

The Examples of Work of an Administrative Analyst 3 (P26-50075) include: under general supervision or as one of a group, reviews department programs/activities and evaluates their administration, objectives, efficiency, effectiveness, and suitability to current conditions, costs, and accomplishment using established procedures/standards; planning, conducting, developing of analytical studies of existing operations/routines for a division in a large department to determine feasibility for data processing and making recommendations, or is responsible for this activity in a small department; investigating/developing solutions to problem areas; identifying and working toward elimination of unnecessary and/or wasteful administrative practices/positions; helps to determine where program and/or administrative duplication may exist; analyzing operational problems brought to light through budget studies, requests, and hearings; compiles and interprets data, and appraises agency situations.

A review of your primary job duties and responsibilities finds that this position is primarily responsible for: overseeing all incoming revenue, financial records and cash statement for the Personal Property Trust Fund and Unclaimed County deposits; maintaining a spreadsheet of incoming revenue and claim payments and making reconciliations to the New Jersey Comprehensive Financial System (NJCFIS) database; and preparing fiscal/financial reports for management and/or other sections within the Department.

During the telephone audit, it was stated that there has not been any substantive change in the duties and/or responsibilities that you perform.

Further, at the time of the telephone audit, a review of the Table of Organization found that this position reports to an Auditor 3 (R26). As such, from a Classification standpoint, it would be an inappropriate reporting relationship for a subordinate and supervisor to hold a title with the same salary range.

Ms. Ana Estrada

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A comprehensive review and analysis of your position finds that the assigned duties and responsibilities of your position are commensurate with the title of Administrative Analyst 1.

Determination:

Based upon the findings of fact cited above, it is my determination that the assigned duties and responsibilities of your position are best classified by the title, Administrative Analyst 1 (P19-50072).

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, PO Box 312, Trenton, New Jersey 08625-0312. Please note that the submission of an appeal must include written documentation and/or argument substantiating the portions of the determination being disputed and the basis for the appeal.

Sincerely,



Joseph Ridolfi, Team Leader
Agency Services

JR/rmd

c: Ms. Joanne Pascucci, Treasury, Human Resources

