B-006



STATE OF NEW JERSEY

In the Matter of Thomas Morton Jr., Manasquan	•	FINAL ADMINISTRATIVE ACTION OF THE CIVIL SERVICE COMMISSION		
CSC Docket No. 2018-3599	::	Classification Appeal		
		ISSUED:	August 3, 2018	(RE)

Thomas Morton Jr. appeals the decision of the Division of Agency Services (Agency Services) which found that his position in Manasquan is properly classified as a Police Officer. He seeks a Police Sergeant (Sergeant) classification in this proceeding.

On January 1, 2004, Morton inter-governmentally transferred to Manasquan as a Police Officer. He requested a classification review of his position as he believed he was working in the capacity of Sergeant due to shift work. A classification review was conducted by Agency Services in response to Morton's submission of a Position Classification Questionnaire (PCQ), and that review involved an analysis of the PCQ and other documents. In that determination, Agency Services found that the appellant reports directly to a Police Captain. Based on the primary duties of Morton's position, his title was properly classified as a Police Officer.

On appeal, Morton appealed Agency Services' determination, stating that performance evaluations should not be the sole criteria. He states that in 2016 and 2017 he served 21 months as a shift supervisor, when he evaluated Officers and Dispatchers, and he would have been responsible for discipline had any been necessary.

CONCLUSION

N.J.A.C. 4A:3-3.9(e) states that in classification appeals the appellant shall provide copies of all materials submitted, the determination received from the lower level, statements as to which if portions of the determination are being disputed, and the basis for appeal. Information and/or argument which was not presented at the prior level of appeal shall not be considered.

The definition section of the job specification for Police Officer states:

During an assigned tour of duty, on foot, or in an automobile, patrols a designated area to provide assistance and protection for persons, to safeguard property, to assure observance of the law, and to apprehend lawbreakers; does related work as required.

The definition section of the job specification for Police Sergeant states:

Under supervision of a Police Lieutenant during an assigned tour of duty, has charge of police activities intended to provide assistance and protection for persons, safeguard property, and assure observance of the laws, and apprehend lawbreakers; does related work as required.

A significant classification consideration is the level of supervisory authority within the organizational structure. First, it must be emphasized that the appointing authority has the right to determine the organizational structure of its operation. The New Jersey Administrative Code does not mandate that local jurisdictions spend funds to make promotional appointments, and the Commission does not have any authority over fiscal decisions of local jurisdictions. As long as there are no improper reporting relationships or misclassifications, how the office is organized or how often the office is reorganized is not under the jurisdiction of the Commission or reviewable in the context of a classification appeal.

Historically, the Sergeant title has always been a supervisory title. Supervisory duties include responsibility for seeing that tasks assigned to subordinates are efficiently accomplished. It involves independent assignment and distribution of work to employees, with oral or written task instructions, and maintenance of the flow and quality of work within a unit in order to ensure timely and effective fulfillment of objectives. Supervisors are responsible for making available or obtaining materials, supplies, equipment, and/or plans necessary for particular tasks. They provide on-the-job training to subordinates when needed, and make employee evaluations based on their own judgment. They have the authority to recommend hiring, firing, and disciplining employees. See In the Matter of Julie Petix (MSB, decided January 12, 2005). See also, In the Matter of Susan Simon and William Gardiner (Commissioner of Personnel, decided September 10, 1997). Moreover, the Civil Service Commission has determined that the essential component of supervision is the responsibility for the administration of performance evaluations for subordinate staff. See In the Matter of Timothy Teel (MSB, decided November 16, 2001). Actual authority is evidenced by being named the rater on the performance evaluation document. See In the Matter of Harry Corey, et al. (MSB, decided September 21, 2005). Additionally, supervisory duties should concern Police Officers, the lower title in the title series. Supervision over civilian Dispatchers, crossing guards or special officers would not warrant a supervisory title in the Police Officer title series.

In the present case, the appellant does not have the responsibility of supervising staff as he does not complete employee evaluations. Although the appellant indicated on his PCQ that he "supervised" four Dispatchers and one Police Officer, he did not indicate responsibility for their performance evaluations. The appellant maintains on appeal that he supervised for 21 unspecific months during 2016 and 2017. However, his immediate supervisor has indicated that he was a shift supervisor for 38% of the time. Assuming *arguendo* that he completed performance evaluations for subordinate Police Officers, since the appellant does not supervise more than half of the time that he works, he cannot be misclassified as a Sergeant. The majority of duties listed on Morton's PCQ are appropriate for a Police Officers.

Accordingly, a thorough review of the entire record establishes that the proper classification of Thomas Morton Jr.'s position is Police Officer.

ORDER

Therefore, the position of Thomas Morton Jr. is properly classified as Police Officer.

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 AUGUST, 2018

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Deirdré L. Webster Cobb Chairperson Civil Service Commission

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