

STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION  
OF THE  
CIVIL SERVICE COMMISSION

In the Matter of Casey Adams,  
Department of the Treasury

CSC Docket No. 2022-1071

Classification Appeal

ISSUED: JUNE 20, 2022 (RE)

Casey Adams appeals the decision of the Division of Agency Services (Agency Services) that the proper classification of his position with Department of the Treasury (Treasury) is Printer Operator 2. The appellant seeks a classification of Printer Operations Technician 2.

The appellant filed a request for a position classification review of his permanent title as Printer Operator 1. The appellant is assigned to the Digital Printers/Copy Unit, Print Shop, Division of Administration, Treasury, reports to a Printer Operations Technician 4, and has no supervisory responsibilities. The appellant sought a reclassification of his position, alleging that his duties are more closely aligned with the duties of a Printer Operations Technician 2. Agency Services reviewed all documentation supplied by the appellant including her Position Classification Questionnaire (PCQ), Performance Assessment Review (PAR) and organizational chart. Based on its review of the information provided, Agency Services concluded that the appellant's position was properly classified as Printer Operator 2. Nonetheless, it did not include in its determination a consideration of the requested title.

On appeal to the Civil Service Commission (Commission), the appellant states that Agency Services failed to consider the title that he requested.

CONCLUSION

*N.J.A.C.* 4A:3-3.9(c) states, in pertinent part, that in State service, a classification petition by an employee or union representative shall specify the title that the petitioner believes is appropriate to the duties performed by the employee and explain how the duties at issue are more appropriate to the requested title than to the title in which the employee is currently serving. *N.J.A.C.* 4A:3-3.9(c)5i states, that where the agency representative, Commission representative, program manager/division director, and petitioner are in agreement with the proposed title, issue an abbreviated decision letter. Otherwise, *N.J.A.C.* 4A:3-3.9(c)5ii(3) states that where the agency representative, Commission representative, program manager/division director, and petitioner are not in agreement with the proposed title, include a summary of the duties of the position, findings of fact, conclusions, a notice to an employee or authorized employee representative of appeal rights to the Commission and a determination that the position should be reclassified, in which case, normal reclassification procedures shall be initiated immediately.

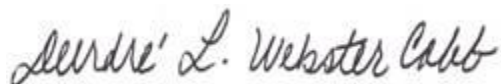
In the instant matter, Agency Services issued an abbreviated decision letter although the Commission representative and petitioner were not in agreement. Accordingly, Agency Services should re-review the classification of the appellant's position to analyze and discuss the appropriateness of the requested title, Printer Operations Technician 2 in an appropriate format.

### **ORDER**

Therefore, it is ordered that Agency Services review the classification of the position encumbered by Casey Adams consistent with this decision.

This is the final administrative determination in this matter. Any further review is to be pursued in a judicial forum.

DECISION RENDERED BY THE  
CIVIL SERVICE COMMISSION ON  
THE 15<sup>TH</sup> DAY OF JUNE 2022



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