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STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION  
OF THE  
CIVIL SERVICE COMMISSION

In the Matter of Karen Barge,  
Department of Community Affairs

CSC Docket No. 2015-2355

Classification Appeal

ISSUED: **OCT 1 2 2015** (BS)

Karen Barge appeals the attached determination of the Division of Classification and Personnel Management (CPM)<sup>1</sup> that her position is properly classified as a Technical Assistant 3 Community Affairs with the Department of Community Affairs. The appellant seeks a Technical Assistant 2 Community Affairs classification in this proceeding.

The record in the present matter establishes that the appellant is serving as a Technical Assistant 3 Community Affairs with the Department of Community Affairs. She requested a classification review of her position and a telephone desk audit was conducted on December 4, 2014 with Ms. Barge and her immediate supervisor, Francis Losey, Program Specialist 4, Socio-Economic Programs. Ms. Barge does not supervise any employees and primarily receives general supervision from Mr. Losey. The primary focus of the appellant's job responsibilities included processing portability move-in cases between jurisdictions by ensuring that the file is complete and scanning the file to the field office; ensuring that the annual date for recertification is correct for each file; using various computer programs to verify family data, updating logs; using standard formulae to calculate administrative fees; ensuring billing notifications are received prior to deadlines, following procedures to pay landlords, and resolving any billing disputes; and maintaining records and files. Incumbents in the Technical Assistant 3 Community Affairs title would accomplish the essential duties of the position by reviewing contractual,

<sup>1</sup> The Division of Classification and Personnel Management is now the Division of Agency Services.

financial, and programmatic documents for accuracy, appropriateness, and completeness; explaining and interpreting laws, regulations, and policies to members of the public, State officials and interested others; preparing related correspondence; and contacting members of the public to verify information and resolve problem situations and complaints. After a thorough review, CPM concluded that the appellant failed to demonstrate a substantive change in her duties or responsibilities which would elevate her current position to the level of Technical Assistant 2 Community Affairs.

On appeal to the Civil Service Commission, the appellant contends that Mr. Losey became her supervisor in February 2014 and that he did not learn the portability process nor did he "really supervise the Portability Unit." Ms. Barge claims that Mr. Losey's statement that she performs the same duties as other Technical Assistant 3s Community Affairs is "false." Ms. Barge claims the duties of others in her title are "completely different." Ms. Barge argues that the person who wrote CPM's determination letter was "not present at the interview" and that Ms. Barge was "not satisfied with what she wrote." Ms. Barge indicates that she is not appealing her "work load or quantity of work" but rather the quality and level of the duties she performs. Ms. Barge claims the "quality of work" she produces is "more analytical and technical regarding the decisions" she makes independently of any supervision. Mr. Barge argues that the "lack of supervision" she receives was also not taken into consideration and that, as a Technical Assistant 3 Community Affairs, she should not be signing off on documents or making "pertinent decisions" without the benefit of the higher title.

### CONCLUSION

The definition section of the job specification for Technical Assistant 2 Community Affairs states:

Under direction of a Technical Assistant 1 or higher level supervisory official in the Department of Community Affairs or Department of Health and Senior Services, may take the lead over subordinate technical and/or clerical staff in the performance of technical duties and/or performs complex para-professional responsibilities for prescribed technical projects or programs requiring the independent application of rules, regulations, policies, and procedures to varying situations within the particular area of assignment; does other related duties as required.

The definition section of the job specification for Technical Assistant 3 Community Affairs states:

Under the direction of a Technical Assistant 2 or other supervisory official in Department of Community Affairs or the Department of Health and Senior Services, performs complex technical duties and/or performs paraprofessional responsibilities for prescribed technical projects or programs requiring the independent application of the rules, regulations, policies, and procedures to varying situations within the particular area of assignment; does other related duties as required.

Based on the information presented in the record, it is clear that the appellant's position is properly classified as a Technical Assistant 3 Community Affairs. With regard to the title the appellant seeks, the Civil Service Commission notes that incumbents in the Technical Assistant 2 Community Affairs title review the more difficult and involved contractual, financial, programmatic documents, or other documents for accuracy, appropriateness, and completeness. They are also responsible for the following: instructing lower level employees in the appropriate application of specific rules, regulations, policies, and procedures to varying situations in the unit; independently consulting with representatives of private entities, local government officials, members of the public, and other interested parties to exchange information, discussing unusual problems, and developing solutions; taking the lead over lower level para-professional and/or clerical employees in assigning and reviewing the work of the unit; independently determining the appropriate application of specific rules, regulations, policies, and procedures to varying situations in the unit, which may be explained and interpreted to the public; participating with professional staff in conducting of surveys, investigations, task forces, special studies, and innovative projects and, when required, preparing reports containing findings, conclusions, and recommendations; coordinating the gathering, compiling, assembling, analyzing, and interpreting of data required by the supervisory officer and/or professional staff in completing assigned tasks; and assisting in researching information needed for technical reports, correspondence, and/or program proposals, among other similar duties. Ms. Barge has failed to demonstrate that she performs any of these higher level duties for any significant period of time which would warrant elevating her position to the Technical Assistant 2 Community Affairs, title.

As stated in CPM's determination, the Civil Service Commission does not issue a reclassification of a title based on the individual being assigned additional tasks which fall within the realm of their title or for an increase of volume of their assigned duties. The duties Ms. Barge describes are essentially those outlined in the job specification for Technical Assistant 3 Community Affairs. Although Ms. Barge makes the claim that Mr. Losey does not actually supervise her and that she functions independently without supervision, she has failed to provide any evidence to support this claim. Likewise, Ms. Barge has failed to substantiate her claims that the duties she performs are "completely different" than others serving in the

Technical Assistant 3 Community Affairs title. Even if true, the Commission has reviewed this matter and finds that the preponderance of duties are commensurate with Technical Assistant 3 Community Affairs. Finally, Ms. Barge has presented no evidence that CPM's determination was in error, regardless of her objections. Thus, Ms. Barge has failed to demonstrate that she performs any additional duties at the level and scope of those which would warrant elevating her position to Technical Assistant 2 Community Affairs.

### ORDER

Therefore, the position of Karen Barge is properly classified as a Technical Assistant 3 Community Affairs.

This is the final administrative action in the matter. Any further review should be pursued in a judicial forum.

DECISION RENDERED BY THE  
CIVIL SERVICE COMMISSION ON  
THE 7TH DAY OF OCTOBER, 2015



Robert M. Czech  
Chairperson  
Civil Service Commission

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

Attachment

c: Karen Barge  
Angela Craven  
Kenneth Connolly  
Joseph Gambino



Chris Christie  
Governor  
Kim Guadagno  
Lt. Governor

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

Robert M. Czech  
Chair/Chief Executive Officer

December 23, 2014

Karen K. Barge  
[REDACTED]

**Re: Classification Review - Technical Assistant 3, Community Affairs, A 14, (RAP), Position # 946672, CPM Log # [REDACTED] Karen K. Barge - Employee ID # [REDACTED]**

This is to inform you and the Department of Community Affairs of our determination concerning your classification. This determination is based upon a thorough review and analysis of information and documentation submitted and a telephone audit, conducted with you and your supervisor, Mr. Frances Losey, Program Specialist 4, Socio-Economic Programs, (S29), on December 4, 2014.

**ISSUE:**

You submitted a Position Classification Questionnaire (DPF 44S) to your Personnel Office, as you felt that you were not properly classified. The DPF 44S was reviewed and signed by Angela J. Craven and submitted to the Division of Classification and Personnel Management, (CPM), and received on October 30, 2014.

**ORGANIZATION:**

This position does not supervise any employees and primarily receives general supervision from Mr. Losey.

**FINDINGS OF FACTS:**

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

- Process portability move-in cases between jurisdictions by ensuring that the file is complete and scans the file to the field office.

- Ensure that the annual date for re-certification is correct for each file.
- Mail initial and annual re-certification billings according to the established schedule.
- Review voucher extensions, voucher expirations, and other related documents to update the file.
- Use various computer software programs i.e. DCA Housing Pro System to verify family data, if the family previously used the Housing Program, and to lock in data.
- Update the Portability Log for any changes to the size of the family household.
- Ensure that the initial Public Housing Authority, (PHA), receive billing notification prior to the deadline, thereby, preventing DCA from incurring the cost.
- Utilize a standard formula to calculate administrative fees.
- Follow procedures to pay the landlord and send the required forms to the PHA.
- Contact PHA to resolve billing disputes and notifies PHA of all interim and annual re-examinations for the family after a family leases in a DCA jurisdiction.
- Maintain records and files.

### **REVIEW AND ANALYSIS:**

The duties that are currently being performed were reviewed to determine if the permanent title, Technical Assistant 3, Community Affairs, (64182/A14), is appropriate.

The definition section of the job specification for the title, Technical Assistant 3, Community Affairs, states:

“Under the direction of a Technical Assistant 2 or other supervisory official in Department of Community Affairs or the Department of Health and Senior Services, performs complex technical duties and/or performs paraprofessional responsibilities for prescribed technical projects or programs requiring the independent application of the rules, regulations, policies, and

procedures to varying situations within the particular area of assignment; does other related duties as required.”

Incumbents assigned to this title would review contractual, financial, and programmatic documents for accuracy, appropriateness, and completeness to identify and resolve problem areas and process them in accord with the rules, regulations, and laws of the assigned unit; edit, update, retrieve, verify, and correct data; exercise independent judgment to make corrections to all errors; and assist visitors/callers to the department to secure information.

Additionally, an incumbent in this title would explain and interpret laws, regulations, and policies of their assigned area to members of the general public, state officials, and others who desire such information; prepare correspondence designed to convey information concerning the regulations and procedures of the department; calculate applicable fees for payment; maintain logs of assignments; and establish a tracking system for a better flow of work.

Additional duties would include contacting applicants/public to verify information and to resolve problem situations and complaints; prepare official documents in accord with unit procedures and established regulation; and maintain essential records and files.

The duties that are currently being performed were reviewed to determine if the requested title, Technical Assistant 2, Community Affairs, (64182/P17) is appropriate.

The definition section of the job specification for the title, Technical Assistant 2, Community Affairs, states:

“Under direction of a Technical Assistant 1 or higher level Supervisory official in the Department of Community Affairs or Department of Health and Senior Services may take the lead over subordinate technical and/or clerical staff in the performance of technical duties and/or performs complex para-professional responsibilities for prescribed technical projects or programs requiring the independent application of rules, regulations, policies, and procedures to varying situations within the particular area of assignment; does other related duties as required.”

An incumbent assigned to this title would review the more difficult and involved contractual, financial, programmatic documents, or other documents for accuracy, appropriateness, and completeness; identify and resolve sensitive problem areas and process them in accord with rules, regulations, and laws of the assigned unit; instruct lower level employees in the appropriate application of specific rules,

regulations, policies, and procedures to varying situations in the unit; and independently consult with representatives of private entities, local government officials, members of the public, and other interested parties to exchange information, discuss unusual problems, and develop solutions; and may take the lead over lower level para-professional and/or clerical employees in assigning and reviewing the work of the unit.

The Civil Service Commission does not issue a reclassification of a title based on the appellant being assigned additional tasks which fall in the realm of their title or for an increase in the volume of their assigned duties. Additionally, the assigned duties have been reviewed and it has been determined that your position does not review the more difficult and involved documents.

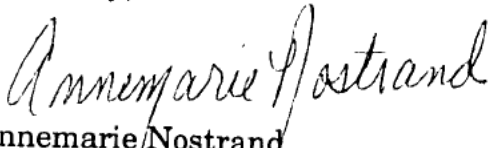
**DETERMINATION:**

Based on the duties listed on the submitted Position Classification Questionnaire, (DPF-44S) and a careful and through review of notes from the telephone audit, the assigned duties are properly classified and encapsulated in the title, Technical Assistant 3, Community Affairs. By copy of this letter, the Appointing Authority is advised that you are properly classified, in the title, Technical Assistant 3, Community Affairs.

This title 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.

If you wish to appeal this decision, you may do so within twenty days of receipt of this letter. Since an appeal will be subject to final administrative review, all arguments that you wish considered should be submitted within the specified timeframe and a copy of this letter must be attached. Appeals should be addressed to the Written Records Appeal Unit, Appeals and Regulatory Affairs, NJ Civil Service Commission, P.O. Box 312, Trenton, New Jersey 08625-0312.

Sincerely,

  
Annemarie Nostrand,  
Team Leader

AN: CC

Log # [REDACTED]

Angela Craven, Manager Human Resources