



STATE OF NEW JERSEY

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

In the Matter of Alvin McRae,
Department of the Treasury

CSC Docket No. 2016-1260

Classification Appeal

ISSUED: NOV 29 2016 (LDH)

Alvin McRae appeals the attached decision of the Division of Agency Services (DAS), which found that his position with the Department of the Treasury is properly classified as Data Entry Operator 3. McRae seeks a Technical Assistant 1, Treasury classification.

The record in the present matter establishes that McRae is currently serving in the title of Data Entry Operator 3. His position is located in the Division of Revenue and Enterprise Services, Department of the Treasury. McRae pursued the matter of his classification with DAS. He was asked to complete a Position Classification Questionnaire (PCQ) and all documentation supplied by his supervisor, Maureen Hedden, and McRae, including his most recent performance evaluation (PAR), was reviewed. DAS found that the primary duties and responsibilities of McRae's position entailed training and supervising staff members as to the proper procedures for number tax returns, documents, forms for Treasury and other state agencies; ensuring the accuracy and promptness of all documents processed; overseeing that batch control cover sheets are accurately deployed by the unit when developed by the numbering unit; retrieving incoming work from vendors daily as well as sorting the work by tax year; and providing daily, weekly, and monthly reports such as 1040 reports, property relief support and reports for the Division. Moreover, DAS found that McRae took the lead and supervised a unit consisting of entry level operators and support personnel. Based on the foregoing, DAS determined that the duties performed by McRae were consistent with the

definition and examples of work included in the job specification for Data Entry Operator 3.

On appeal to the Civil Service Commission (Commission), McRae argues that the title of Technical Assistant 1, Treasury is more appropriate. He argues that his duties include giving his input to management on the procedures and practices; reviewing and recommending appropriate action and follow up to problem batches; reviewing and extracting information from tax returns, forms, files, benefit applications or bid proposals; overseeing the maintenance of the document locator books; ensuring that the proper Document Locator Number (DLN) processes are being adhered to; supervising staff in his unit; reviewing and verifying taxes, vouchers, and documents to ensure that all State statutes and regulations are being met; reviewing and calculating multiple transactions on a daily basis; reviewing and recommending appropriate follow-up action for documents or batches; and preparing statistical and production reports that are supplied to management.

Additionally, McRae notes that he does not key in or verify information from documents into the department systems and he is therefore not a Data Entry Operator. Moreover, he asserts that he does not supervise Data Entry Operators, but that he supervises technical positions. In support, he submits a letter of recommendation from Maureen Hedden, and Stephen Crescenzi, Assistant Director. Thus, McRae argues that the title of Technical Assistant 1, Treasury is more appropriate.

CONCLUSION

The definition section of the job specification for Data Entry Operator 3 states:

Under general supervision, uses an alphanumeric keyboard, image scanner, or other data entry input device to enter, edit and/or update data from varied source documents into a prescribed computer system for storage, processing or data management purposes; performs a variety of complicated data entering and verification assignments and projects; takes the lead over a group of operators, or may supervise a unit consisting of entry level operators and support personnel; does other related duties as required.

The definition section of the job specification for Technical Assistant 1, Treasury states:

Under the direction of a supervisory official in the Department of the Treasury, performs the technical work involved in reviewing and verifying data from forms, claims, applications, returns, assessments,

proposals, computer generated files, and error listings, to determine the completeness and accuracy of complicated and/or irregular eligibility, award, and liability determinations and calculations; may recommend appropriate follow-up action, supervises the work of subordinate para-professional and/or clerical employees; does other related duties.

In the instant matter, DAS appropriately found that McRae's position was properly classified as a Data Entry Operator 3. A Data Entry Operator 3 is primarily responsible for compiling, editing, and verifying data for accuracy and completeness. They perform a variety of complicated data entering and verification assignments and projects. Incumbents in this title take the lead over a group of operators or may supervise a unit consisting of entry level operators. A Technical Assistant 1, Treasury is primarily responsible for performing the technical work involved in reviewing claims, forms, applications, returns, assessments, proposals and error listings.

Based on the primary duties that McRae performs, his duties and responsibilities are consistent with the title of Data Entry Operator 3. His position entails compiling, editing and verifying data for accuracy and completeness. McRae also processes documents to ensure that the numbering is assigned to the correct taxpayer and/or agency. Though McRae does supervise staff, those staff members perform data entry duties and not technical duties. Accordingly, a thorough review of the information presented in the record establishes that McRae's position was properly classified as a Data Entry Operator 3 at the time of the audit, and he has not presented a sufficient basis to establish that his prior position warranted a Human Resource Consultant 3 classification. If McRae believes that he now supervises those who perform technical duties, he is free to submit a new classification appeal.

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 23RD DAY OF NOVEMBER, 2016


Robert M. Czech

Chairperson

Civil Service Commission

Inquiries
and
Correspondence

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: Alvin McRae
Laura Budzinski
Kelly Glenn
Records Center



Chris Christie
Governor
Kim Guadagno
Lt. Governor

STATE OF NEW JERSEY
CIVIL SERVICE COMMISSION
AGENCY SERVICES
P. O. Box 313
Trenton, New Jersey 08625-0313

Roger M. Czecchi
Chair Civil Service Council

August 26, 2015

Mr. Alvin McRae
[REDACTED]
[REDACTED]

**RE: Classification Appeal – Data Entry Operator 3, AS Log# 03150368,
Position# 006249, EIN# 000372775**

Dear Mr. McRae:

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 desk audit conducted on with you and your immediate supervisor, Maureen Hedden on May 12, 2015.

Issue:

You are appealing that your current permanent title of Data Entry Operator 3 (R14) is not consistent with your current assigned duties and responsibilities. You contend that a title of Technical Assistant 1, Treasury (R17) is an appropriate title for the duties that you perform.

Organization:

Your position is located in the Department of the Treasury, Division of Revenue and Enterprise Services and you report directly to Maureen Hedden, Administrative Analyst 2. Your position takes the lead and supervises a unit consisting of entry level operators and support personnel.

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Finding of Fact:

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

- Training and supervising staff members as to the proper procedures for number tax returns, documents, forms for Treasury and other state agencies.
- Ensuring the accuracy and promptness of all documents processed.
- Overseeing that batch control cover sheets are accurately deployed by the unit when developed by the numbering unit.
- Retrieving incoming work from vendors daily as well as sorting the work by tax and year.
- Providing daily, weekly, and monthly reports such as 1040 reports, GIT, property relief support and DHAHS reports for the Division.

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.

Your position is currently classified by the title, Data Entry Operator 3 (R14-53294). The definition section of the job specification for this title states:

"Under general supervision, uses an alphanumeric keyboard, image scanner, or other data entry input device to enter, edit and/or update data from varied source documents into a prescribed computer system for storage, processing or data management purposes; performs a variety of complicated data entering and verification assignments and projects; takes the lead over a group of operators, or may supervise a unit consisting of entry level operators and support personnel; does other related duties as required."

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A Data Entry Operator 3 is primarily responsible for compiling, editing, and verifying data for accuracy and completeness. They perform a variety of complicated data entering and verification assignments and projects. Incumbents in this title take the lead over a group of operators or may supervise a unit consisting of entry level operators.

You contend that the title, Technical Assistant 1, Treasury (R17- 51634). The definition section of the job specification for) states:

"Under the direction of a supervisory official in the Department of the Treasury, performs the technical work involved in reviewing and verifying data from forms, claims, applications, returns, assessments, proposals, computer generated files, and error listings, to determine the completeness and accuracy of complicated and/or irregular eligibility, award, and liability determinations and calculations; may recommend appropriate follow- up action, supervises the work of subordinate para-professional and/or clerical employees; does other related duties."

A Technical Assistant 1, Treasury is primarily responsible for performing the technical work involved in reviewing claims, forms, applications, returns, assessments, proposals and error listings.

Your position is tasked with compiling, editing, and verifying data for accuracy and completeness. Your position also processes documents to ensure that the numbering is assigned to the correct taxpayer and/or agency, takes the lead over a group of operators and supervises the work of entry level operators within your unit.

A thorough review of all of the information received with this submission concludes that your position is properly classified as a Data Entry Operator 3.

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 Data Entry Operator 3 (R14-53294).

Mr. Alvin Mcrae

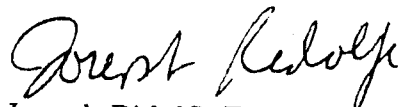
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The New Jersey Administrative Code 4A:3-3.5(c)1 states that "within 30 days of receipt of the reclassification determination, unless extended by the Commissioner in a particular case for good cause, the Appointing Authority shall either effect the required change in the classification of an employee's position; assign duties and responsibilities commensurate with the employee's current title; or reassign the employee to the duties and responsibilities to which the employee has permanent rights. Any change in the classification of a permanent employee's position, whether promotional, demotional or lateral, shall be effected in accordance with all application rules.

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
Agency Services

JR/do

c: Ms. Laura Budzinski, Treasury Human Resources