



STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION
OF THE
CIVIL SERVICE COMMISSION

In the Matter of Maria Muller,
Department of the Treasury

CSC Docket No. 2017-814

Classification Appeal

ISSUED: **DEC 23 2016**

(RE)

Maria Muller appeals the attached determination of the Division of Agency Services (DAS) that her position with the Department of the Treasury is properly classified as a Senior Fiscal Analyst. The appellant seeks a Principal Fiscal Analyst classification in this proceeding.

The record in the present matter establishes that the appellant is currently serving permanently in the title of Senior Fiscal Analyst. The position is located in the Department of the Treasury, Division of Property Management and Construction, Director's Office, Office of the Chief of Staff, and the appellant reports directly to an Administrative Analyst 3, and she does not supervise any employees. The appellant sought a reclassification of her position to Principal Fiscal Analyst. DAS performed a detailed analysis of the appellant's documentation including her Position Classification Questionnaire (PCQ).

As a result, DAS found that the appellant's position was properly classified as a Senior Fiscal Analyst. DAS stated that the Principal Fiscal Analyst title is in the "R" employee relations group (ERG), and therefore, must supervise permanent employees, including completion of formal performance evaluations. It found that since the appellant did not supervise, the position was appropriately classified as Senior Fiscal Analyst.

On appeal to the Civil Service Commission, the appellant maintains that she is currently working at the level of a Principal Fiscal Analyst, performing work similar to the examples of work in that job specification. She also maintains that

the job specification for Principal Fiscal Analyst has no references to supervision, leading her to the conclusion that it does not have to be a supervisory position. DAS responded that titles allocated to the "R" ERG are currently under review to address the anomaly wherein supervision is not explicitly stated in the job specification.

CONCLUSION

The definition section of the job specification for Senior Fiscal Analyst states:

Under direction of a supervisor, performs the work involved in the analysis of fiscal activities including budget preparation, review and maintenance; does other related duties.

The definition section of the job specification for Principal Fiscal Analyst states:

Under direction of a supervisor, develops, analyzes, reviews and coordinate the preparation, review and maintenance of the department budget; conducts other fiscal analyses, does other related duties.

In the instant matter, DAS found that the appellant's position was properly classified as a Senior Fiscal Analyst. A Principal Fiscal Analyst has supervisory responsibilities as designated by being in the "R" ERG, and DAS indicated that the appellant's position is not responsible for direct supervision of subordinates. Each ERG is distinctly defined, and the "R" ERG is considered as those titles used in the primary or first level of supervision. The Commission has found that the essential component of supervision is the responsibility for formal performance evaluation of subordinate staff. *See In the Matter of Timothy Teel* (MSB, decided November 8, 2001). As such, in order to be classified at the level of Principal Fiscal Analyst, an incumbent must supervise subordinate staff, including having the responsibility for completing formal performance evaluations.

However, while the current job specification does not indicate that incumbents are responsible for employee performance evaluations, DAS is in the process of modifying the Principal Fiscal Analyst job specification to more clearly convey the supervisory requirement. The appellant cannot benefit due to the deficiencies in the job specification. Without supervisory responsibilities, the appellant's position is not properly classified as a Principal Fiscal Analyst. Lastly, the appellant's supervisor's title is also in the "R" ERG. As such, classification of this position as a Principal Fiscal Analyst would cause an inappropriate reporting relationship.

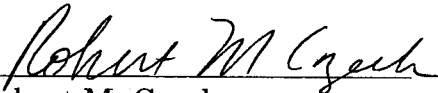
Accordingly, a thorough review of the entire record fails to establish that Maria Muller has presented a sufficient basis to warrant a Principal Fiscal Analyst classification of his position.

ORDER

Therefore, the position of Maria Muller is properly classified as a Senior Fiscal Analyst.

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 21st DAY OF DECEMBER, 2016


Robert M. Czech
Commissioner
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: Maria Muller
Douglas Ianni
Kelly Glenn
Records Center



STATE OF NEW JERSEY
CIVIL SERVICE COMMISSION
AGENCY SERVICES
P.O. Box 313
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Chris Christie
Governor
Kim Guadagno
Lt. Governor

Robert M. Czech
Chair Chief Executive Officer

August 23, 2016

Ms. Maria Muller
Department of the Treasury
Division of Property Management & Construction
33 W. State St., 9th Floor
PO Box 034
Trenton, New Jersey 08625

**RE: Classification Appeal - Senior Fiscal Analyst
AS Log# 04160134, Position# 005693, EID# 000363175**

Dear Ms. Muller:

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.

Issue:

You are appealing your current title of Senior Fiscal Analyst (P21- 50533) is not consistent with your current assigned duties and responsibilities. You contend that the title Principal Fiscal Analyst (R24- 50534) is consistent with the duties that you currently perform.

Organization:

Your position is located in the Division of Property Management & Construction, Director's Office, Office of the Chief of Staff. You report directly to Louis Ranfone, Administrative Analyst 3 (R29). Your position does not possess supervisory responsibility.

Finding of Fact:

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

- Monitoring small construction projects and maintenance costs; providing input to Property Manager regarding inclusion to lease development prior to renewal. Approve expenditures for funds to be transferred to other Treasury Fiscal accounts or to another State agency; monitors monthly expenses incurred at property not covered under the lease agreement; Updating and running reports through Tririga.
- Collecting and compiling information prior to the beginning of every fiscal year to develop the annual budgets and request projecting funding from Treasury Fiscal, associated with maintaining various properties including: Marlboro Psychiatric Hospital, Hagedorn Hospital, 121 First Ave. Warehouse, Mill Hill, etc.
- Estimating and allocating funds in the beginning of each fiscal year to include direct cost for reimbursement of funds to the landlord of properties for maintenance and operations; Processing payments/ invoices through Tririga.
- Managing the processing of payments to outside vendors/ contractors and other State agencies; ensure that all building maintenance contracts are current
- Monitoring accounts prepared by Real Property Unit for rental of properties for the DEP Leasing Out Program, Property Sales Acquisitions, Space Rental for the Press and/ or Stores, etc. Preparing paperwork necessary for the deposit of funds; scanning the check through the Wells Fargo Electronic Scanning System.

Review and Analysis:

Your position is currently classified by the title Senior Fiscal Analyst (P21- 50533). The definition section of the job specification for this title states:

“Under direction of a supervisor, performs the work involved in the analysis of fiscal activities including budget preparation, review, and maintenance; does other related duties.”

You contend that the title Principal Fiscal Analyst (R24- 50534) is an appropriate title for your position. The definition section of the job specification for this title states:

“Under direction of a supervisor, develops, analyses, reviews, and coordinates the preparation, review, and maintenance; conducts other fiscal analyses; does other related duties.”

Ms. Maria Muller

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The title Principal Fiscal Analyst (R24- 50534) is included in the "R" Employee Relations Group, which is comprised of titles responsible for the primary or first level of supervision. As such, incumbents of those titles are responsible for preparing and signing Performance Assessment Reviews (PARs) in the evaluation of subordinate personnel. A review of your position finds that it does not possess the supervisory responsibility associated with titles in the "R" Employee Relations Group, and therefore, the title Principal Fiscal Analyst is not an appropriate title for your position.

The assigned duties and responsibilities of your position are significantly descriptive of the tasks assigned to the title Senior Fiscal Analyst.

Determination:

Based upon the finding above, it is my determination that the assigned duties and responsibilities of your position are properly classified by the title, Senior Fiscal Analyst (P21 – 50533). Therefore, the classification of your position will remain unchanged.

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 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/io

c: Ms. Joanne Pascucci, Treasury Human Resources