

B-10



STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION  
OF THE  
CIVIL SERVICE COMMISSION

In the Matter of Emmanuel Lewis,  
Department of the Treasury

CSC Docket No. 2016-612

Classification Appeal

ISSUED: **NOV 10 2015** (LDH)

Emmanuel Lewis appeals the attached decision of the Division of Classification and Personnel Management<sup>1</sup> (CPM) that determined the proper classification of his position with the Department of the Treasury is Senior Postal Clerk. Lewis seeks a Principal Postal Clerk classification.

The record in the present matter establishes that Lewis is currently serving permanently in the title of Senior Postal Clerk. Lewis' position is located in the Division of Revenue and Enterprise Services (Revenue and Enterprise Services), Department of the Treasury. Lewis pursued the matter of his classification with CPM. CPM reviewed all documentation supplied by Lewis and performed a telephone audit of his position. CPM found the duties and responsibilities of Lewis' position entailed retrieving mail daily from the local post office and capitol post office; signing and delivering all certified mail for processing; loading and unloading mail to be delivered; delivering cages of checks, vouchers and returns to be processed at the Mill Hill Processing Center; delivering processed work to various State agencies; transporting supplies from warehouse and print shop to processing center and vendors; maintaining inventory records of supplies used by the unit; sorting and coordinating mail to be distributed to various work section and endorsing certified mail in conjunction with maintaining unit records and files; and delivering supplies from the warehouse and print shop to the Processing Centers

<sup>1</sup> Now, the Division of Agency Services.

and vendors. CPM found that Lewis assisted the supervisor 5% of the time. Based on the foregoing, CPM determined that the duties performed by Lewis were consistent with the definition and examples of work included in the job specification for Senior Postal Clerk.

On appeal to the Civil Service Commission (Commission), Lewis argues that his duties and responsibilities are more consistent with a Principal Postal Clerk classification. Lewis contends that he performs a variety of operations for the mail room which include entering certified mail information into the computers as required. He maintains that the complex nature of his duties to maintain the functionality of the mail room requires constant coordination from him. Lewis also contends that he assists the supervisor by coordinating the mailroom function with the supervision of two Postal Clerks in his unit. Lastly, he argues that his experience and responsibility has exceeded his title of Senior Postal Clerk.

### CONCLUSION

The definition section of the job specification for Principal Postal Clerk states:

Under direction of supervisory official in a state department or agency which has its own post office, assists in supervising and performs the work involved in the operation of mail section, utilizing electronic and computerized equipment, including the use, maintenance, service, and repair of equipment used in the preparation of material for mailing and the accounting of postal funds; may drive a single axle truck of a gross weight not to exceed 25,999 pounds to assure continuity of service, as required; does related work as required.

The definition section of the job specification for Senior Postal Clerk states:

Under direction of a Principal Postal Clerk or other supervisor in a state department or agency which has its own post office, takes the lead in a small group of Postal Clerks and other employees engaged in collecting, sorting, distributing, recording, and stamping incoming and outgoing letters and packages; does related work as required.

In the instant matter, Lewis is properly classified as a Senior Postal Clerk as the primary function of his position is delivering cages of checks, vouchers, and returns to the processing center. The primary function of a Principal Postal Clerk is assisting in supervising and performing the work involved in the operation of a mail section. On his PCQ, Lewis indicated that he only performs the duty of assisting in the supervision of other clerks 5% of his time. Thus, while he indicates on appeal that his duties include assisting a supervisor, it is clear that this is not the primary focus of his position. In this regard, classification determinations are made based

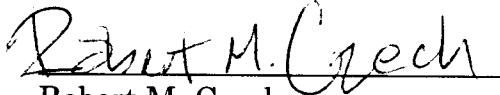
on those duties which are considered to be the primary focus of a position that are performed on a regular, recurring basis. In order to be considered the primary focus of a position, such duties would have to be performed more than 50% of the time. *See In the Matter of Lawrence Craig and Louis Muzyka* (CSC, decided February 11, 2009) (Commission determined that Police Sergeants who were serving in an acting capacity of Police Lieutenant less than 50% of the time should not be reclassified as Police Lieutenants). Therefore, since the record evidences that he assists in supervising clerks less than 50% of the time, and all of his other duties can be properly performed by a Senior Postal Clerk, his position is properly classified as a Senior Postal Clerk. Accordingly, a thorough review of the information presented in the record establishes that Lewis' position is properly classified as a Senior Postal Clerk, and he has not presented a sufficient basis to establish that his position is improperly classified.

### ORDER

Therefore, the Civil Service Commission concludes that the proper classification of Emmanuel Lewis' position is Senior Postal Clerk.

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 5<sup>th</sup> DAY OF NOVEMBER, 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: Emmanuel Lewis  
Kenneth Connolly  
Douglas Ianni  
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

July 1, 2015

Mr. Emmanuel Lewis

**RE: Classification Appeal, Senior Postal Clerk, AS Log # 02150437  
Position # 093873, EID # 000364008**

Dear Mr. Lewis:

This is to inform you 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 that your current permanent title of Senior Postal Clerk (A10) is not consistent with your current assigned duties and responsibilities. You contend that a title of Principal Postal Clerk (R14) is an appropriate title for your position.

**Organization:**

Your position is located in the Department of the Treasury, Division of Revenue & Enterprise Services, and you report directly to Howard Schwartz, Supervisor Record Management (S26). You do not possess supervisory responsibility.

**Finding of Fact:**

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

- Retrieving mail daily from local post office and capitol post office; signing and delivering all certified mail for processing, along with loading and unloading mail to be delivered.

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- Delivering cages of checks, vouchers and returns to be processed at the Mill Hill Processing Center. Delivering processed work to various State agencies.
- Transporting supplies from warehouse and print shop to processing center and vendors. Maintaining inventory records of supplies used by the unit.
- Sorting and coordinating mail to be distributed to various work sections and endorsing certified mails in conjunction with maintaining unit records and files.
- Delivering supplies from the warehouse and print shop to the Processing Centers and vendors.

**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, Senior Postal Clerk (A10-20423). The definition section of the job specification for this title states:

“Under direction of a Principal Postal Clerk or other supervisor in a state department or agency which has its own post office, takes the lead in a small group of Postal Clerks and other employees engaged in collecting, sorting, distributing, recording, and stamping incoming and outgoing letters and packages; does related work as required.”

The definition section of the job specification for the title, Principal Postal Clerk (R14 -20424) states:

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“Under direction of a supervisory official in a state department or agency which has its own post office, assists in supervising and performs the work involved in the operation of a mail section, utilizing electronic and computerized equipment, including the use, maintenance, service, and repair of equipment used in the preparation of material for mailing and the accounting of postal funds; may drive a single axle truck of a gross weight not to exceed 25,999 pounds to assure continuity of service, as required; does related work as required.”

A Principal Postal Clerk is primarily responsible for assisting in supervising and performing the work involved in the operation of a mail section. Incumbents may also drive a single axle truck to assure continuity of service.

A review of your job assigned duties and responsibilities find that your current duties are identical to those presented in a previous classification appeal with the exception of “assisting supervisor,” which is performed 5% of the time. The primary function of your position is delivering cages of checks, vouchers, and returns to the processing center in conjunction with retrieving mail daily from local post office and capitol post office.

A thorough review of all of the information received with this submission concludes that your position is properly classified as a Senior Postal Clerk.

**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 Senior Postal Clerk (A10-20423). Therefore, the classification of this 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, 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

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well as written documentation and/or argument substantiating the portions of the determination being disputed and the basis for the appeal.

Sincerely,

A handwritten signature in cursive script that reads "Joseph Ridolfi".

Joseph Ridolfi, Team Leader  
Agency Services

JR/do

c: Ms. Laura Budzinski, Treasury Human Resources

