



requested, interprets requests for information, and redacts information. Her supervisor supports the appeal by stating that the appellant performs complex jobs.

## CONCLUSION

*N.J.A.C. 4A:3-3.9(e)* states that in classification appeals the appellant shall provide copies of all materials submitted, the determination received from the lower level, statements as to which if portions of the determination are being disputed, and the basis for appeal. Information and/or argument which was not presented at the prior level of appeal shall not be considered.

The definition section of the job specification for Records Support Technician 2 states:

Under limited supervision, performs moderately complex and non-routine clerical work involving the processing and filing of records; may provide guidance and assistance to staff; does other related duties as required.

The definition section of the job specification for Records Support Technician 3 states:

Under direction, performs varied, complex clerical work involving the processing and filing of records; takes the lead and/or performs the more difficult and complex work requiring the application of independent judgment; does other related duties as required.

Based upon a thorough review of the information presented in the record, it is clear that the duties of the appellant's position match those of Records Support Technician 2. At the outset, the classification of a position is determined based the duties and responsibilities assigned to a position at the time the request for reclassification is received as verified by audit or other formal study. The outcome of position classification is not to provide a career path to the incumbents, but rather is to ensure that the position is classified in the most appropriate title available within the State's classification plan. How well or efficiently an employee does his or her job, length of service, volume of work and qualifications have no effect on the classification of a position currently occupied, as *positions*, not employees are classified. See *In the Matter of Debra DiCello* (CSC, decided June 24, 2009). Also, in *In the Matter of Titus Osuagwu* (CSC, Decided December 3, 2008), the Civil Service Commission found that a recommendation by appellant's management that he be promoted did not establish that the position he encumbers would be properly classified in the higher level title.

In its decision, Agency Services indicated that a Records Support Technician 3 obtains, receives, disseminates, files, maintains, and releases criminal and other police related records, and may take the lead over staff by providing assignment, instruction, and on the job training. They frequently exercise independent judgment in performing varied duties. In making classification determinations, emphasis is placed on the definition section to distinguish one class of positions from another, and the *primary* duties of the position are compared with the definition sections of the titles. The main difference between these two jobs specifications is that the Records Support Technician 2 performs moderately complex and non-routine clerical work and may provide guidance and assistance to staff, while the Records Support Technician 3 takes the lead and/or performs the more difficult and complex work.

A review of the duties that the appellant listed on her PCQ indicate that she is not performing duties of a complex or technical nature which would elevate the position to Records Support Technician 3, and she is not performing work of a lead worker. The appellant's description of duties on her PCQ indicates that she primarily processes documents in a variety of functions, and performs moderately complex and non-routine clerical work. The duties that she listed are entirely within the scope of a Records Support Technician 2 title designation, and the additional duties provided on appeal are tangential to the primary duties listed.

As to other staff, the appellant's description indicates that she provides guidance and assistance in the absence of a supervisor, but is not a lead worker. Being a lead worker refers to those persons whose titles are non-supervisory by nature, but are required to act as a leader of a group of employees in titles at the same or a lower level than themselves. Duties and responsibilities would include training, assigning and reviewing work of other employees on a regular and recurring basis. However, such duties are considered non-supervisory since they do not include the responsibility for the preparation of performance evaluations. It is not apparent that the appellant's position involves leadership over other clerical positions on a consistent, daily basis. In fact, assigning work in the absence of a supervisor falls within the definition of Records Support Technician 2. The appellant was very specific about the duties listed on her PCQ, and she did not indicate that she was responsible for training, assigning and reviewing work of other employees. Further, a holistic view of her duties indicates that she does not perform the more difficult and complex work requiring the application of independent judgment. Processing a high volume of work, ensuring timely notifications, recordkeeping, tracking vehicles, and correctly recording vehicle identification numbers is not at the level and scope of what would be considered difficult and complex work requiring independent judgment. The duties of the position are consistent with the Records Support Technician 2 title.

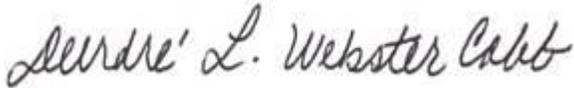
Accordingly, a thorough review of the entire record fails to establish that the appellant has presented a sufficient basis to warrant a Records Support Technician 3 classification of her position.

**ORDER**

Therefore, the position of Donnyell Campbell is properly classified as Records Support Technician 2.

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 19<sup>TH</sup> DAY OF AUGUST 2020



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Deirdre L. Webster Cobb  
Chairperson  
Civil Service Commission  
Inquiries  
and  
Correspondence

Christopher S. Myers  
Director  
Division of Appeals and Regulatory Affairs  
Civil Service Commission  
Written Record Appeals Unit  
P. O. Box 312  
Trenton, New Jersey 08625-0312

c: Donnyell Campbell  
Sharon Rogers  
Agency Services  
Records Center