



**STATE OF NEW JERSEY**

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

In the Matter of David Weissman,  
Department of Law and Public Safety

CSC Docket No. 2021-165

Classification Appeal

**ISSUED: SEPTEMBER 7, 2020 (RE)**

David Weissman appeals the decision of the Division of Agency Services (Agency Services) which found that his position with the Department of Law and Public Safety is properly classified as Supply Support Technician 3. He seeks a Supply Support Technician 2 job classification in this proceeding.

Agency Services conducted a review of the appellant’s position including a review of his position classification questionnaire (PCQ) and other documentation. That classification review determined that the appellant’s position was properly classified as Supply Support Technician 3. The appellant has been serving in the title Supply Support Technician 3 from March 27, 2003 to the decision date, June 4, 2020. His position is assigned to the Department of Law and Public Safety, Division of Gaming Enforcement, is supervised by a Building Management Services Specialist 1, and has no supervisory responsibility.

On appeal, the appellant argues that his responsibilities include supervising, collaborating, and overseeing various vendors for supply management, maintaining relationships with different departments, interacting with a diversified group of employees, taking inventory of supplies, customer service, supply tracking and managing, and office infrastructure. He states that he has the knowledge, experience, and skill set of supply management and employee relations necessary for the position.

## 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 Supply Support Technician 3 states:

Under the general supervision of a Supply Support Technician 2 or other supervisor in a state department, institution, or agency, assists with work involved in shipping, receiving, transporting, storage, stock rotation, pulling, checking, loading of trucks for delivery of supplies and materials in warehouse, distribution center, maintenance service area, or other complex installation with similar operations; does related work as required.

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

Under supervision of a Supply Support Technician 1 or other supervisor in a state department, institution, or agency, assists in supervising the work programs and takes the lead among the staff of a unit or section involved in shipping, receiving, transporting, storage, stock rotation, pulling, checking, and loading of trucks for delivery of supplies and materials in a warehouse distribution center, maintenance service areas, or other complex installation with similar operations; does other related duties.

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 Supply Support Technician 3. 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).

In its decision, Agency Services indicated that a Supply Support Technician 2 takes the lead over employees involved in the shipping, receiving, storing, and the inventory of materials, supplies, and equipment. It found that the appellant's position did not have the responsibility of taking the lead over group of employees. 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 Supply Support Technician 2 assists in supervising the work programs and takes the lead among staff performing the core functions of the title series, while the Supply Support Technician 3 performs the duties of the title series.

A review of the duties that the appellant listed on his PCQ indicate that he is performing the duties as indicated by Agency Services, including: shipping, receiving, storing and inventory of materials, supplies and equipment, receiving orders of stock, and replenishing materials and equipment; logging in received supplies and orders, and inspecting shipments; planning and executing deliveries, loading and unloading supplies, dropping off vehicles for servicing; coordinating pickup of large volumes of paper to be shredded and replacing shredding bins; and other related duties, including using a computer to order and review supplies, applying bar codes to track materials and supplies, and maintaining supply records. These duties do not establish that the appellant is assisting in supervising work programs and taking the lead among other staff. In fact, on his PCQ he indicates that he is the only Supply Support Technician for the region. 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. The incumbent would function as a lead worker on a daily basis to others in the same title series. The duties that he listed are entirely within the scope of a Supply Support Technician 3 title designation, and the appellant has not indicated on appeal or on his PCQ that he is a lead worker.

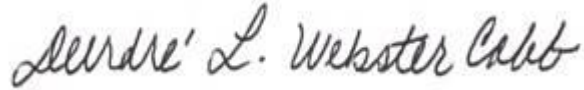
Accordingly, a thorough review of the entire record fails to establish that the appellant has presented a sufficient basis to warrant a Supply Support Technician 2 classification of his position.

### **ORDER**

Therefore, the position of David Weissman is properly classified as Supply Support Technician 3.

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 2<sup>ND</sup> DAY OF SEPTEMBER 2020



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