

STATE OF NEW JERSEY
CLASSIFICATION DISPUTES PANEL

In the Matter of

NEW JERSEY DEPARTMENT OF HIGHER EDUCATION
(GLASSBORO STATE COLLEGE)

-and-

Director, Systems Management and
Control (Business Systems Analyst)

COMMUNICATIONS WORKERS OF AMERICA

DECISION

The New Jersey State Department of Higher Education and the Communications Workers of America have agreed to submit disputes concerning whether certain employees of the State Colleges are properly excluded from CWA negotiations units to this panel. At the informal hearing before the panel, witnesses testified and job descriptions were presented. The parties have agreed that this panel will decide whether the position is properly classified in a title outside the unit or should be placed within the CWA unit.

The State argues that the Business Systems Analyst at Glassboro State College is a managerial executive and therefore is properly in the title Director 3, an exempt classification. CWA argues that the title belongs in the CWA Professional Unit.

A managerial executive formulates and effectuates management policies which broadly effect the employer's mission. Here, we find that the Business Systems Analyst is a managerial executive and is properly excluded from CWA's negotiations units.

Nancy Hall was promoted to Business Systems Analyst in 1987. She is in the generic title Director 3, at salary range 28. She reports to the Vice-President for Administration and Finance, who reports to the College President. Following the State Colleges autonomy legislation, she was responsible for adapting State

policies to the College and developing new policies in the areas of purchasing, accounting, personnel, payroll and auditing. She now leads a management committee of three Vice-Presidents to review and update existing policies and procedures. She develops and effectuates policy in such areas as purchasing, payroll and personnel, employee training, risk management, informations systems access, and employee travel. Policy making involvement in these areas, which broadly effect the employer's operation or have a nexus to the collective negotiations process, make the employee part of the management team. Accordingly, we find that the Business Systems Analyst is a managerial executive and appropriately excluded from the CWA units.

THE CLASSIFICATION DISPUTES PANEL



William Druz, Classification Specialist



Susan Osborn, Public Employment
Relations Specialist

DATED: December 20, 1990