



STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION
OF THE
CIVIL SERVICE COMMISSION

In the Matter of Dolores Cashel,
Administrative Analyst 2,
Procurement (PS6459K), Department
of Human Services

Examination Appeal

CSC Docket No. 2016-2011

ISSUED: NOV 16 2016 (SLK)

Dolores Cashel appeals the determination of the Division of Agency Services (Agency Services) that she was below the minimum requirements in experience for the promotional examination for Administrative Analyst 2, Procurement¹ (PS6459K), Department of Human Services, Division of Developmental Disabilities.

The examination at issue was announced with specific requirements that had to be met as of the August 21, 2015 closing date (see attached). A total of two employees applied for the examination and both were deemed ineligible. Therefore, the examination was cancelled due to a lack of qualified applicants.

On her application, Ms. Cashel indicated that she was an Administrative Analyst 2 from October 2007 to the August 21, 2015 closing date, an Administrative Analyst 3 from October 2005 to October 2007, a Secretarial Assistant 2 from July 2004 to October 2005, a Principal Clerk Typist from September 2003 to July 2004, a Receivables Management – Coordinator for Verizon Communications, Inc. from January 2000 to August 2003, an Administrative Assistant for Verizon Communications, Inc. from December 1996 to January 2000, an Assistant Manager for Bell Atlantic Public & Operator Services from October 1994 to December 1996, and an Administrative Assistant for Bell Atlantic Public & Operator Services from January 1991 to September 1994. She also indicated that she possesses 68 college

¹ Effective November 14, 2015, the Administrative Analyst 2 Procurement title was changed to Administrative Analyst 3, Procurement.

credits. Personnel records indicate that she was provisionally serving in the subject title from March 2015 to the August 21, 2015 closing date, an Administrative Analyst 3 from March 2012 to March 2015, an Administrative Analyst 2, Fiscal Management from October 2007 to March 2012, an Administrative Analyst 3 from October 2005 to October 2007, a Secretarial Assistant 2 from July 2004 to October 2005, and a Principal Clerk Typist from September 2003 to July 2004. Agency Services credited the appellant with two years and seven months of experience based on her college credits and four months for her provisional service in the subject title, but determined that she lacked four years and five months of experience.

On appeal, Ms. Cashel states that she has been performing the required duties out-of-title for over 6 years and she believes that her 22 years of experience with Verizon should also be considered. She outlines the specific purchasing duties that she performed as an Administrative Analyst 2 and 3. Additionally, the appointing authority provides its decisions regarding a grievance that the appellant filed which states that it is in agreement that the appellant performed out-of-title procurement work. Further, the appointing authority submits a resume which indicates that the appellant has been performing the required procurement duties as an Administrative Analyst 2 and 3 since October 2007 and that her supervisor, Rose Ilonzo, Administrative Analyst 4, confirms the duties that are listed on the resume.

CONCLUSION

N.J.A.C. 4A:4-2.6(a) provides that applicants shall meet all requirements specified in the promotional announcement by the closing date. *N.J.A.C.* 4A:4-2.6(c) provides that, except when permitted for good cause, applicants for promotional examinations with open-competitive requirements may not use experience gained as a result of out-of-title work to satisfy the requirements for admittance to the examination or for credit in the examination process.

Initially, it is noted that Agency Services correctly determined that the appellant was not eligible for the subject examination. The appellant was credited with two years and seven months of experience based on her education and provisional service in the subject title, but she lacked four years and five months of the required experience needed to establish eligibility. Any relevant experience the appellant gained as an Administrative Analyst 3 and Administrative Analyst 2 Fiscal Management would be out-of-title-work. However, the appointing authority has confirmed that the appellant was performing the required duties out-of-title and her supervisor, Ms. Ilonzo, is in agreement that she was performing the required duties since October 2007. Additionally, the examination was cancelled due to a lack of qualified applicants and the appellant continues to serve provisionally in the title under test. Accordingly, good cause exists to accept the

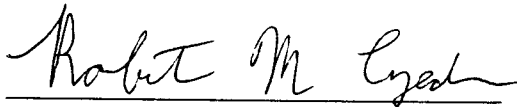
appellant's out-of-title work experience, for eligibility purposes only, and to admit her to the examination.

ORDER

Therefore, it is ordered that the appeal be granted, the cancellation of the examination be rescinded and Dolores Cashel's application be processed for prospective employment opportunities only.

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 10th DAY OF NOVEMBER, 2016



Robert M. Czech
Chairperson
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: Dolores Cashel
Tom Brenner
Kelly Glenn
Records Center

NEW JERSEY CIVIL SERVICE COMMISSION-STATE SERVICE
PROMOTIONAL ANNOUNCEMENT



\$25.00 PROCESSING FEE REQUIRED
 Make Check/Money Order Payable to NJCSC

SYMBOL: **PS6459K** WEIGHT CODE: *

TITLE: **ADMINISTRATIVE ANALYST 2 PROCUREMENT** SALARY: **\$64,677.00 - \$92,012.00**

ISSUE DATE: **August 01, 2015** CLOSING DATE: **August 21, 2015**

TITLE CODE: **50075D/TXRR7** CLASS CODE: **26**

DEPARTMENT: **HSR/HUMAN SERVICES**

UNIT SCOPE: **K415 DDD/Central Office and Administration**

Visit www.state.nj.us/csc
 And select "Job Announcements"
 to view this announcement and to file an application

Open to employees in the competitive division who are currently serving in a title to which the announcement is open and have an aggregate of one year of continuous permanent service as of the closing date in the following title(s):

Administrative Analyst 3 Procurement

Or to employees in the competitive division who have an aggregate of one year of continuous permanent service as of the closing date in any competitive title and meet the requirements listed below:

Education: Graduation from an accredited college or university with a Bachelor's degree. You must indicate either possession of a degree or total number of college credits completed to date on your application. (Foreign degrees/ transcripts must be evaluated by a recognized evaluation service.) Failure to do so will result in rejection from the examination process.

Applicants who do not possess the required education may substitute, in addition to the required experience indicated below, applicable experience on a year for year basis, with thirty (30) semester hour credits being equal to one (1) year of experience.

Experience: Three (3) years' experience in the procurement/purchasing process through the competitive bidding process for a large public or private organization.

Note: A Master's degree in Business Administration, Public Administration, Economics, Finance or Accounting may be substituted for one (1) year of experience. You must indicate the details of your Master's degree on your application. (Foreign degrees/ transcripts must be evaluated by a recognized evaluation service.) Failure to do so will result in rejection from the examination process.

License: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle rather than employee mobility, is necessary to perform the essential duties of the position. The responsibility for ensuring that employees possess the required motor vehicle license, commensurate with the class and type of vehicles they operate, rests with the Appointing Authority.

IMPORTANT INFORMATION

1. NJAC 4A:4-2.6 states that all requirements listed, including assignment to the department and unit scope, must be met as of the closing date.
2. **ONLY ON-LINE APPLICATIONS WILL BE ACCEPTED. YOU MUST COMPLETE YOUR APPLICATION IN DETAIL.** Your score may be based on a comparison of your credentials with the job requirements. Failure to complete your application properly may lower your score or cause you to fail.
3. This examination is open to full- and part-time permanent employees. If an employment list results from this announcement, it may be certified to fill full-time and part-time positions. If 35- and 40-hour positions are used within the unit scope, the resulting list may be used to fill either work week position.
4. NJAC 4A:4-1.5 states that any employee who is serving on a provisional basis and who fails to file for and take an examination which has been announced for his/her title **SHALL BE SEPARATED FROM THE PROVISIONAL TITLE.**
5. In accordance with Public Law 2010 c.26, **Veterans pay a reduced application fee of \$15.00** if they have previously established Veterans Preference with the DMAVA (as defined by N.J.S.A. 11A:5-1 et seq.), or your claim is approved by DMAVA at least 8 days prior to the issuance of this eligibility list. **PLEASE NOTE THIS REDUCED FEE DOES NOT APPLY TO PUBLIC SAFETY TITLES.**
6. **SPECIAL NOTE TO ALL APPLICANTS Please make sure you are assigned to the unit scope indicated above. If you do not know your unit scope assignment, please contact your Human Resource Office. If you file an application for this announcement and you are not assigned to the unit scope indicated above, YOU WILL BE FOUND INELIGIBLE FOR THIS EXAM AND YOUR APPLICATION FEE WILL NOT BE REFUNDED.**
7. If you are having difficulty submitting your application online, technical support and customer care are available during regular business hours, 8:00 a.m. to 4:00 p.m. EST, Monday - Friday, excluding holidays and emergency closings. Please Email: OAS.support@csc.state.nj.us or call (609) 292-4144. Please note that application support requests received outside regular business hours on the closing date will not change the application filing deadline so **PLEASE FILE EARLY.**

DPF-256A * Revised 03/09