



STATE OF NEW JERSEY

FINAL ADMINISTRATIVE  
ACTION OF THE  
CIVIL SERVICE COMMISSION

In the Matter of Megan Czyz,  
Administrative Analyst 1 Fiscal  
Management (PS0823D),  
Department of Community Affairs

Examination Appeal

CSC Docket No. 2016-1497

ISSUED: **NOV 16 2016** (RE)

Megan Czyz appeals the determination of the Division of Agency Services which found that she did not meet the experience requirements for the promotional examination for Administrative Analyst 1 Fiscal Management (PS0823D), Department of Community Affairs.

The subject examination announcement was issued with a closing date of June 22, 2015. The examination was open to employees in the competitive division who had an aggregate of one year of continuous permanent service as of the closing date and who were serving in the title Administrative Analyst 2 Fiscal Management OR to employees in the competitive division who had an aggregate of one year of continuous permanent service as of the closing date in any competitive title, and who met the open competitive requirements. These requirements included possession of a Bachelor's degree from an accredited college or university, including or supplemented by 21 semester hour credits in any combination of Accounting, Business Administration, Economics, or Finance courses, and four years of experience in work involving fiscal analysis and evaluation, budgeting, and management operations in government, business, and/or a management consulting firm. A Master's degree in one of the areas listed above could be substituted for one year of experience; and a Doctorate in one of the areas listed above could be substituted for two years of experience. The appellant was found to be below the minimum experience requirements. As no candidates were admitted, the examination was canceled on October 21, 2015.

It is noted that Ms. Czyz possesses the required Bachelor's degree and a Master's degree. As such, she was required to possess three years of applicable experience. On her application and resume, Ms. Czyz listed experience in the following three positions: provisional Administrative Analyst 1 Fiscal Management; Program Specialist 3, Regulatory Programs/Program Development Specialist 1 Code Enforcement; and Executive Assistant 4. She also listed an internship. She was credited with three months of experience in the first position, and was found to be lacking two years, nine months of applicable experience.

On appeal, Ms. Czyz states that, since the beginning of her career in the Director's Office of the Division of Codes and Standards, she has been charged with providing financial management related to various Division programs and projects, including the Demolition Bond Loan Program, which is a \$20 million program that provides low interest loans to eligible municipalities for the demolition and disposal of unsafe buildings. She explains that evaluation of the overall financial status of the program is a critical component for ensuring that sufficient money is available to fund future loan awards to eligible municipalities. To meet this objective, she supervises and performs the analysis of, and reporting on, key financial performance data for the program, including number of buildings demolished; demolition and disposal costs requested and reimbursed; award balances remaining; and loan repayments made. The analysis, which is performed utilizing various information management systems and databases, ensures that key information is available on certain components of the Demolition Bond Loan Program, and on the program as a whole, to aid in the Department's and Legislature's evaluation of the program. She states that she possesses comparable work experience with managing grant and loan contracts under the Relocation Assistance Program and Sprinkler Loan Program, respectively. She provides an attachment from a former supervisor, Emily Templeton, confirming this experience. This supervisor indicates that the appellant worked for her from 2000 to 2008, when the appellant was managing the \$20,000,000 Demolition Bond Loan program. She states that the appellant established the analyzing tools used to budget for and manage the operation of each loan, including reimbursements to each participating municipality for completed demolitions, repayments of the loan by each participating municipality to the Demolition Bond Loan Fund, and the status of each building approved for demolition. Also, from 2004 to 2008, the appellant supervised a Technical Assistant assigned to the program.

The appellant states that she was charged with coordinating and supervising the development of a cost proposal, budget, and spending plan for a grant and was also responsible for managing all financial, accounting, and reporting aspects of the grant. In 2008, she was assigned to the Office of Fiscal and Management Services where she assumed fiscal management job duties. She provides a letter from the Assistant Director documenting her duties. The Assistant Director states that, since 2008, the appellant has managed all fiscal operation

functions and has responsibility for reviewing, approving, and monitoring Division revenue and expense account transactions utilizing the New Jersey Comprehensive Financial System and Business Objects reporting in order to ensure proper recording of revenue and disbursement of funds. She coordinates and supervises all Division purchasing-related functions to ensure that activities comply with policies, procedures, and guidelines. She is responsible for the analysis of Division costs and the financial impact of regulatory requirements in order to assess and report on whether revenue collections can support activities, and for preparing accurate and timely budget-related documents for the Division, including responses to budget-related questions. She is charged with coordinating the compilation of data and information requested during State and Federal audits and monitoring visits, and is responsible for supervising and performing the statistical and financial data analysis and reporting for the Division. The appointing authority confirms this out-of-title work.

*N.J.A.C. 4A:4-2.6(a)* provides that applicants shall meet all requirements specified in the promotional examination 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 may not use experience gained as a result of out-of-title work to satisfy eligibility requirements.

### CONCLUSION

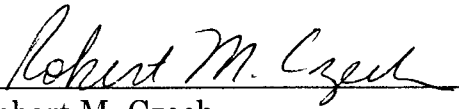
Initially, the appellant was correctly deemed to be ineligible for the subject examination since she lacked the minimum requirements in experience as out-of-title work is not accepted for promotional examinations. However, the appointing authority has indicated that Ms. Czyz performed out-of-title duties for at least an additional two years, nine months while in the titles Program Specialist 3, Regulatory Programs and Program Development Specialist 1 Code Enforcement. These duties included fiscal analysis and evaluation, budgeting, and management operations. With the acceptance of this out-of-title work, Ms. Czyz possesses the required years of experience. The examination was not competitive, and based on the documentation submitted and under these circumstances, good cause exists to accept Ms. Czyz' out-of-title work experience to satisfy the requirements for the Administrative Analyst 1 Fiscal Management examination.

### ORDER

Therefore, it is ordered that this appeal be granted and the appellant's application be processed.

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 10<sup>th</sup> DAY OF NOVEMBER, 2016

  
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