



STATE OF NEW JERSEY

FINAL ADMINISTRATIVE
ACTION
OF THE
CIVIL SERVICE COMMISSION

In the Matter of Robin Keller,
Executive Assistant 2 (PS2004I),
Department of Corrections

Examination Appeal

CSC Docket No. 2016-4247

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

Robin Keller 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 Executive Assistant 2 (PS2004I), Department of Corrections.

The examination at issue was announced with specific requirements that had to be met as of the January 21, 2016 closing date (see attached). A total of two employees applied for the examination and both were deemed ineligible. Accordingly, the examination was cancelled due to a lack of qualified applicants.

On her application, Ms. Keller indicated that she was provisionally serving in the subject title from September 2015 to the January 21, 2016 closing date, a part-time Case Manager for Franklin House from March 2014 to the January 21, 2016 closing date, an Assistant Social Work Supervisor from November 2008 to September 2015, a Social Worker 2/Re-entry Specialist from November 2007 to November 2008, a Social Worker 2 from April 2004 to May 2007, and a Site/Program Manager for Catholic Charities from May 1998 to April 2000. She also indicates that she possesses a Bachelor's degree. Agency Services credited her for her education and for having five months of experience based on her provisional service in the subject title, but determined that she lacked three years and seven months of experience.

On appeal, Ms. Keller cites numerous programs where she was the program manager over the past 16 years performing the required duties. She also describes how she performs the required duties while serving provisionally in the subject title. Additionally, she submits a letter from her current supervisor, William Anderson, Administrator, who supports her appeal and confirms that she is performing the required duties while serving provisionally in the subject title. Moreover, she submits a letter from Amelia Renshaw, Social Work Supervisor, who supports her appeal and confirms that she performed the required duties while serving as an Assistant Social Work Supervisor from November 2008 to September 2015.

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 having met the education requirement and five months of experience based on her provisional service in the subject title, but lacked three years and seven months of applicable experience to establish eligibility. Any relevant experience the appellant gained as an Assistant Social Work Supervisor would be out-of-title-work. However, Ms. Renshaw confirmed that the appellant has been performing the required duties as an Assistant Social Work Supervisor from November 2008 to September 2015. Moreover, the examination was cancelled due to a lack of qualified applicants and the appellant continues to serve provisionally in the title under test. Therefore, under these circumstances, good cause exists to relax the provisions of *N.J.A.C.* 4A:4-2.6(a) and accept Ms. Keller's provisional experience in the subject title after the closing date, as well as her out-of-title work experience while serving as an Assistant Social Work Supervisor, for eligibility purposes only, and admit her to the subject examination.

ORDER

Therefore, it is ordered that the appeal be granted, and Robin Keller'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





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Attachment

c: Robin Keller
Colleen Velekei
Kelly Glenn
Records Center

<p>NEW JERSEY CIVIL SERVICE COMMISSION-STATE SERVICE PROMOTIONAL ANNOUNCEMENT</p>		<p>Click here to file Online  \$25.00 PROCESSING FEE REQUIRED Make Check/Money Order Payable to NJCSC</p>
<p>SYMBOL: PS2004I TITLE: EXECUTIVE ASSISTANT 2 ISSUE DATE: January 01, 2016 TITLE CODE: 59917/APR XR7 DEPARTMENT: COIW/CORRECTIONS UNIT SCOPE: I310 Edna Mahan Correctional Institution for Women (Clinton)</p>	<p>WEIGHT CODE: * SALARY: \$67,448.00 - \$96,189.00 CLOSING DATE: January 21, 2016 CLASS CODE: 29</p>	
<p>Visit www.state.nj.us/csc And select "Job Announcements" to view this announcement and to file an application</p>		
<p>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):</p> <p style="text-align: center;">Executive Assistant 3</p> <p>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:</p> <p>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.</p> <p>Applicants who do not possess the required education may substitute experience as indicated below on a year for year basis.</p> <p>Experience: Four (4) years of experience in program management with responsibility for planning, organizing, coordinating, staffing, reporting, and budgeting or in assisting an executive with program development and implementation.</p> <p>A Master's degree in Public Administration, Business Administration, Management or other closely related field 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.</p> <p>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.</p>		
<p style="text-align: center;">IMPORTANT INFORMATION</p> <ol style="list-style-type: none"> 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. 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. 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. 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. 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. 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. 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