



STATE OF NEW JERSEY

In the Matter of Linda Raimo,
Administrative Analyst 2,
Procurement (PS1693I), Department
of Corrections

FINAL ADMINISTRATIVE
ACTION
OF THE
CIVIL SERVICE COMMISSION

CSC Docket No. 2016-3465

Examination Appeal

ISSUED: NOV 15 2016 (JET)

Linda Raimo appeals the determination of the Division of Agency Services (Agency Services) that she did not meet the experience requirement for the promotional examination for Administrative Analyst 2, Procurement (PS1693I), Department of Corrections.

The promotional examination was announced with specific requirements which had to be satisfied by the November 21, 2015 closing date (see attached). It was noted that applicants who did not possess the required education could have substituted additional experience on a year-for-year basis with 30 semester hour credits being equal to one year of experience. Since she did not possess a Bachelor's degree, the appellant required seven years of applicable experience pursuant to the substitution clause of experience for education. A total of two applicants applied for the subject examination which resulted in a list of one eligible. One certification (PS160420) was issued on March 24, 2016 and no appointments have been made.

On her application, the appellant indicated that she served as a provisional Administrative Analyst 2, Procurement, from June 2015 to the closing date, November 21, 2015. Agency Services credited her with six months of applicable experience for that work. Further, the appellant listed that she was the President of Raimo Landscaping from September 2006 to November 2015, a Technical Assistant 1, Purchasing, from February 2002 to June 2015, and a Technical Assistant 2, Purchasing, from April 1998 to February 2002. Official personnel records indicate that the appellant served as a Technical Assistant 1, Purchasing,

from October 2001 to June 2015, and as a Technical Assistant 2, Purchasing, from April 1998 to October 2001. Agency Services did not find any of that experience applicable. Accordingly, Agency Services determined that the appellant lacked six years and six months of applicable experience.

On appeal, the appellant maintains, among other things, that she meets the experience requirement for the subject examination. In support, the appellant submits a letter from Patricia Loreti, Director, Office of Financial Management, who states that the appellant has been performing the duties of an Administrative Analyst 2, Procurement, for over 13 years while serving as a Technical Assistant 1, Purchasing. Specifically, Loreti confirms that the appellant's duties include, among other things, preparing proposal specifications for large dollar commodities, assisting with contract and non-contract purchases, bidding for commodities and services, utilizing contracts, completing purchases, evaluating purchase requisitions, and providing policy guidance to staff. Moreover, Loreti contends that the appellant's duties include reviewing procurement practices, participating in meetings, making recommendations for cost effective purchasing methods, conducting research for procurement functions, coordinating the p-card program, and developing reports.

Official personnel records indicate that the appellant continues to serve provisionally in the subject title.

CONCLUSION

N.J.A.C. 4A:4-2.6(a)2 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, Agency Services correctly determined that the appellant was not eligible for the subject examination. The duties performed in the para-professional Technical Assistant 1, Purchasing title are not at the level and scope necessary to establish eligibility for the above entry-level professional title of Administrative Analyst 2, Procurement. Therefore, primarily performing the required duties to establish eligibility for the subject examination would be considered out-of-title work for incumbents in the Technical Assistant 1, Purchasing title. However, the Director of the Office of Financial Management, Department of Corrections, has verified that the appellant has been performing the required duties of the subject title while serving as a Technical Assistant 1, Purchasing, since 2012. Further, the appellant continues to serve as a provisional Administrative Analyst 2, Procurement, and the situation is not competitive as there is only one other eligible

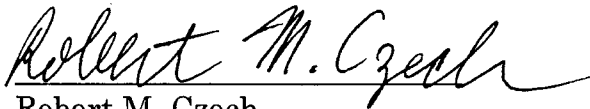
applicant for the subject exam. Under these circumstances, good cause exists to accept the appellant's out-of-title work experience for eligibility purposes only, and admit her to the examination.

ORDER

Therefore, it is ordered that this appeal be granted and the appellant'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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and
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c: Linda Raimo
Patricia Loreti
Scott Nance
Joseph Gambino

NEW JERSEY CIVIL SERVICE COMMISSION-STATE SERVICE
PROMOTIONAL ANNOUNCEMENT



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

SYMBOL: PS1693I	WEIGHT CODE: *
TITLE: ADMINISTRATIVE ANALYST 2 PROCUREMENT	SALARY: \$64,677.00 - \$92,012.00
ISSUE DATE: November 01, 2015	CLOSING DATE: November 21, 2015
TITLE CODE: 50075D/WXRR7	CLASS CODE: 26
DEPARTMENT: COA/CORRECTIONS	
UNIT SCOPE: I175 Administrative and Fiscal Support	

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