



STATE OF NEW JERSEY

In the Matter of Piotr Slawinski,
Administrative Analyst 3,
Information Systems (PS1933P),
Department of Law and Public Safety

FINAL ADMINISTRATIVE
ACTION
OF THE
CIVIL SERVICE COMMISSION

CSC Docket No. 2016-3729

Examination Appeal

ISSUED: NOV 15 2016 (JET)

Piotr Slawinski appeals the determination of the Division of Agency Services (Agency Services) that he did not meet the experience requirement for the promotional examination for Administrative Analyst 3, Information Systems (PS1933P), Department of Law and Public Safety.

The promotional examination was announced with specific requirements which had to be satisfied by the December 21, 2015 closing date (see attached). The examination was cancelled on April 21, 2016 as the two applicants, including the appellant, were found ineligible for the examination.

The appellant listed on the employment application that he possessed a Bachelor's degree. Agency Services credited the appellant for his education. Additionally, the appellant indicated that he served as an Information Technology Specialist from September 2006 to the December 21, 2015 closing date, and as a Data Processing Programmer 3 from September 2005 to September 2006. The appellant also indicated that he worked as a Network Administrator from August 2004 to September 2005. Official personnel records indicate that the appellant served provisionally in the title under test from January 2015 to the closing date, as an Information Technology Specialist from June 2006 to January 2015, and as a Data Processing Programmer 3 from September 2005 to June 2006. Agency Services could not credit the appellant with any applicable experience. Accordingly, Agency Services determined that the appellant lacked three years of applicable experience.

On appeal, the appellant details his provisional experience in the title under test and his experience as an Information Technology Specialist. Specifically, he states that his experience includes, among other things, analyzing technical requirements for the purpose of enhancing existing information systems, developing and implementing of IT services, analyzing operating procedures for servers, business rules, and practices; determining feasibility for automation of windows active directory group; identifying problems and updating windows servers; creating solutions; enhancing window images, McAfee EPO server, and intranet site; maintaining system security, rules, and policies; and providing recommendations in support of IT objectives and business needs. Therefore, the appellant states that he possesses sufficient experience to qualify for the subject examination.

CONCLUSION

N.J.A.C. 4A:4-2.6(a) provides that applicants shall meet all requirements specified in the announcement by the closing date. *N.J.A.C.* 4A:1-1.2(c) provides that a rule may be relaxed for good cause in a particular situation.

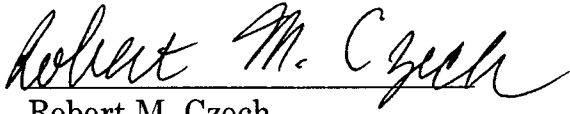
In the present matter, the appellant should be admitted to the subject examination. Under *N.J.A.C.* 4A:4-2.1(g), the Commission can accept clarifying information in eligibility appeals. However, *N.J.A.C.* 4A:4-2.1(f) provides that an application may only be amended prior to the announced closing date. For example, information submitted on appeal pertaining to duties in a given position that expands or enlarges information previously submitted is considered clarifying and is accepted. However, any documentation indicating work in a setting that was not previously listed on an application or resume cannot be considered after the closing date. Thus, the Commission can only consider information provided on appeal regarding the positions listed on the appellant's original application. See *In the Matter of Diana Begley* (MSB, decided November 17, 2004). Although the appellant's clarification on appeal of his experience in various positions does not precisely mirror the required experience, the Commission is satisfied that the totality of his experience as far back as 2006 satisfies the announced requirements. Additionally, the examination was cancelled due to a lack of applicants. Under these circumstances, good cause exists to relax the provisions of *N.J.A.C.* 4A:4-2.6(a) and accept the appellant's totality of experience for eligibility purposes only, and to admit him to the examination.

ORDER

Therefore, it is ordered that this appeal be granted, the cancellation of the examination be rescinded 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



Robert M. Czech
Chairperson
Civil Service Commission

Inquiries
and
Correspondence

Henry Maurer
Director
Division of Appeals
& Regulatory Affairs
Civil Service Commission
Written Record Appeals Unit
PO Box 312
Trenton, New Jersey 08625-0312

Attachment

c: Piotr Slawinski
Mirella Bednar
Kelly Glenn

NEW JERSEY CIVIL SERVICE COMMISSION-STATE SERVICE
PROMOTIONAL ANNOUNCEMENT



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

SYMBOL: PS1933P	WEIGHT CODE: *
TITLE: ADMINISTRATIVE ANALYST 3 INFORMATION SYSTEMS	SALARY: \$64,677.00 - \$92,012.00
ISSUE DATE: December 01, 2015	CLOSING DATE: December 21, 2015
TITLE CODE: 50075G/XURXR2	CLASS CODE: 26
DEPARTMENT: LPY/LAW & PUBLIC SAFETY	
UNIT SCOPE: P322 Consumer Affairs/Office of the Director	

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 2 Information Systems

Or to employees in the non-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), and meet the requirements listed below:

Information Technology Specialist

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 who meet the requirements listed:

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 experience as indicated below on a year for year basis.

Experience: Three (3) years of experience in work involving the review, analysis, and evaluation of the administrative, business, and/or operational policies, procedures, practices, and processes and/or the technological requirements of an organization for the purpose of revising/enhancing existing information systems and/or developing/acquiring and implementing new IT solutions and services.

Note: A Master's degree in Public Administration, Business Administration, Computer Science, Information Technology, Software Engineering, Information Security, Network Administration, or Database Management from an accredited college or university may be substituted for one (1) year of the indicated experience. (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