



STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION
OF THE
CIVIL SERVICE COMMISSION

In the Matter of Bridget Sloane,
Office Services Manager (PC0904T),
Union County

Examination Appeal

CSC Docket No. 2016-1891

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

Bridget Sloane 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 Office Services Manager (PC0904T), Union County.

The examination at issue was announced with specific requirements that had to be met as of the June 22, 2015 closing date (see attached). Ms. Sloane was the only employee who applied for the subject examination which was cancelled due to a lack of qualified candidates.

On Ms. Sloane's application, she indicated that she was provisionally serving in the subject title from June 2014 to the June 22, 2015 closing date, a Clerk 4 from February 2012 to June 2014, a Clerk 3 from January 2011 to January 2012, a Clerk 2 from December 2007 to December 2010, a Clerk 1 from September 2006 to December 2007, a part-time Customer Service Manager/Supervisor for Acme Markets from November 1988 to July 2002, and a Clerk 1 from March 1995 to June 1998. Personnel records indicate that the appellant was provisionally serving in the subject title from May 2014 to the June 22, 2015 closing date, a Clerk 4 from January 2012 to May 2014, a Clerk 3 from December 2010 to January 2012, a Clerk 2 from December 2007 to December 2010, and a Keyboarding Clerk 1 from September 2006 to December 2007 and March 1995 to June 1998. Agency Services credited the appellant with four years and six months of experience based on her provisional service in the subject title and her experience as a Clerk 3 and Clerk 4, but determined that she lacked six months of applicable experience.

On appeal, Ms. Sloane maintains that since she began her employment in the County Clerk's Office in 2006, she served as the Supervisor for the Business Office which entailed planning, organizing and supervising four employees. She states that her duties included preparing annual evaluations, delegating assignments, evaluating quality control reviews and customer interactions, training, and ensuring fees schedules and policies were followed. Additionally, her responsibilities included compiling financial and data reports and bookkeeping. Further, she presents that she was responsible for monitoring, requesting, and ordering forms, brochures, and supplies from the Federal Government and Union County, scheduling messenger pick-ups between offices and financial institutions, and maintaining office equipment. Moreover, the appellant highlights that in 2012, due to a retirement, she began supervising a second office and now supervises 12 staff members. Among other responsibilities, she represents that her additional duties include monitoring and preparing payroll and overtime for all 40 employees within the County Clerk's Office. Further, she states that she is responsible for monitoring election activities including processing absentee ballots, assisting in the tabulation of election results, and updating, securing, and maintaining election office equipment and materials.

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. Further, *N.J.A.C.* 4A:1-1.2(c) states that the Civil Service Commission (Commission) may relax a rule for good cause in order to effectuate the purposes of Title 11A, New Jersey Statutes.

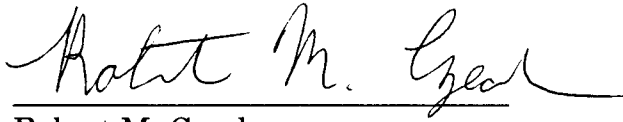
Based on her application, Agency Services correctly determined that the appellant did not meet the required experience as of the June 22, 2015 closing date as Ms. Sloane lacked six months of applicable experience. However, the appellant has gained the additional experience to satisfy the experience requirement after the closing date. Moreover, the record evidences that the examination was cancelled due to a lack of qualified candidates 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. Sloane's provisional experience after the closing date, for eligibility purposes only, and admit her to the subject examination.

ORDER

Therefore, it is ordered that the appeal be granted, the examination cancellation be rescinded, and Bridget Sloane'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
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Attachment

c: Bridget Sloane
Joanne Rajoppi
Kelly Glenn
Records Center

NEW JERSEY CIVIL SERVICE COMMISSION
COUNTY AND MUNICIPAL GOVERNMENT SERVICES
PROMOTIONAL ANNOUNCEMENT



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

SYMBOL: PC0904T	WEIGHT CODE: *
TITLE: OFFICE SERVICES MANAGER	SALARY: \$48,625.00 - \$72,935.00
ISSUE DATE: June 01, 2015	CLOSING DATE: June 22, 2015
TITLE CODE: 04417/ RYRVR4	JURISDICTION CODE: N20000004
JURISDICTION: UNION COUNTY	
DEPARTMENT: CLERK	

**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 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:

Experience: Five (5) years of experience in the supervision of two (2) or more office services functions involving records management, printing or duplication services, mail and messenger services, equipment maintenance and repair, procurement and supply, or other related functions in support of office operations and services.

Note: Five (5) years of experience in the analysis, evaluation, development, and improvement of office practices, methods and procedures may be substituted for the above experience requirement.

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 must be met as of the closing date, including assignment to jurisdiction/department, and satisfying the permanent status requirement.
2. **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-time and part-time permanent employees. If an employment list results from this announcement, it may be certified to fill both full-time and part-time positions. If 35- and 40-hour positions are used within the department, 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.** (i.e. Police, Fire, Corrections and Sheriff).
6. **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 of regular business hours on the closing date will not change the application filing deadline, so PLEASE FILE EARLY.**

DPF-256A * Revised 03/09