



STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION
OF THE
CIVIL SERVICE COMMISSION

In the Matter of Amber Astudillo,
Medical Services Assistant
(PS0527K), Trenton Psychiatric
Hospital

Examination Appeal

CSC Docket No. 2016-4529

ISSUED: **DEC 14 2016** (SLK)

Amber Astudillo 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 Medical Services Assistant (PS0527K), Trenton Psychiatric Hospital.

The examination at issue was announced with specific requirements that had to be met as of the February 22, 2016 closing date (see attached). A total of eight employees applied for the examination and one was deemed eligible. The list promulgated on June 16, 2016 and expires on June 15, 2019.

On her application, Ms. Astudillo indicated that she was a Nursing Service Clerk¹ from November 2011 to February 2016, a Technical Assistant 3 from November 2008 to November 2011, an Intermittent Technical Assistant 3 from April 2006 to November 2008, and an Intermittent Clerk from March 2004 to April 2006. She also indicated that she possesses a 6-month certificate as a Medical Office Assistant. Agency Services credited her with 6 months of experience based on her Medical Office Assistant certificate, but determined that she lacked 2 years and 6 months of experience.

¹ Personnel records also indicate that she was provisionally appointed to the subject title after the closing date on May 28, 2016.

On appeal, Ms. Astudillo provides her resume and a recent Performance Assessment Review (PAR) to support her claim that she performed the required duties.

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.

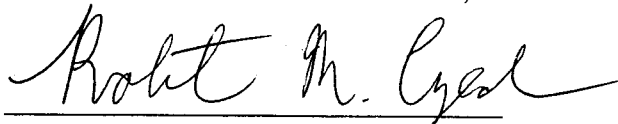
Initially, Agency Services correctly determined that the appellant did not meet the required experience. As of the February 22, 2016 closing date, Ms. Astudillo's clerical experience was not at the level and scope that is generally required for the subject examination. However, it cannot be ignored that she does possess a Medical Office Assistant certificate and has been performing technical, administrative, or related office management functions since November 2008. Therefore, although the appellant's work responsibilities do not precisely mirror the requirements contained in the announcement, the Commission is satisfied that the totality of Ms. Astudillo's experience performing technical clerical duties as a Nursing Service Clerk and a Technical Assistant 3 since November 2008 and her Medical Office Assistant certificate warrant her admission to the subject examination. Additionally, Ms. Astudillo was provisionally appointed to the subject title after the closing date and continues to serve provisionally in the title under test. Moreover, the list is incomplete as there is only one eligible on the list. Therefore, under these circumstances, good cause exists to relax the provisions of *N.J.A.C.* 4A:4-2.6(a) and accept the totality of Ms. Astudillo's experience and education, including her experience after the closing date, and admit her to the subject examination.

ORDER

Therefore, it is ordered that this appeal be granted and Amber Astudillo'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 7th DAY OF DECEMBER, 2016



Robert M. Czech
Chairperson
Civil Service Commission

Inquiries
and
Correspondence

Director
Division of Appeals and Regulatory Affairs
Civil Service Commission
Written Record Appeals Unit
P.O. Box 312
Trenton, New Jersey 08625-0312

Attachment

c: Amber Astudillo
Mary Beth Candelori-Longo
Kelly Glenn
Records Center

NEW JERSEY CIVIL SERVICE COMMISSION-STATE SERVICE
PROMOTIONAL ANNOUNCEMENT



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

SYMBOL: **PS0527K**

WEIGHT CODE: *

TITLE: **MEDICAL SERVICES ASSISTANT**

SALARY: **\$39,457.00 - \$55,414.00**

ISSUE DATE: **February 01, 2016**

CLOSING DATE: **February 22, 2016**

TITLE CODE: **21213/BYRXR4**

CLASS CODE: **16**

DEPARTMENT: **HSHT/HUMAN SERVICES**

UNIT SCOPE: **K375 Trenton Psychiatric Hospital**

Visit www.state.nj.us/esc
 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: Three years of experience involving complex technical, administrative, or related office management functions.

Note: An Associate's degree in Medical Office Assisting or Medical Office Administration from an accredited college or university may be substituted for two(2) years of the required experience.

Note: A Certificate of Proficiency in Medical Office Assisting or Medical Office Administration equivalent to two semesters or thirty (30) semester hour credits from an accredited college or university may be substituted for one (1) year of the required experience.

Note: A Certificate of Proficiency in Medical Office Assisting or Medical Office Administration equivalent to one semester or fifteen (15) semester hour credits from an accredited college or university may be substituted for six (6) months of the required experience.

If you have the required certification(s), you must indicate this on your application; proof of the certification must be submitted to the employing agency prior to appointment. Failure to do so will result in rejection from the examination process.

License: Appointee 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@esc.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