

B-47



STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION OF THE CIVIL SERVICE COMMISSION

Examination Appeal

In the Matter of Julieta Moya,
Administrative Analyst (PC0784U),
Atlantic County

CSC Docket No. 2017-735

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ISSUED: **DEC 13 2016** (RE)

Julieta Moya appeals the determination of the Division of Agency Services which found that, per the substitution clause for education, she did not meet the experience requirements for the promotional examination for Administrative Analyst (PC0784U), Atlantic County.

The subject examination announcement was issued with a closing date of May 23, 2016, and was open to employees in the competitive division who had an aggregate of one year of continuous permanent service as of the closing date in any competitive title and met the announced requirements. These requirements included graduation from an accredited college or university with a Bachelor's degree, and one year of experience in analyzing, evaluating, and providing advice to management on such matters as work methods and procedures, communications, budgeting, organizational structure, manpower utilization, distribution of work assignments, delegation of authority, policy development, records management, or similar areas. Applicants who did not meet the education requirement could substitute additional work experience as described on the basis of one year of experience being equal to 30 semester hour credits. A Master's degree in Business Administration, Public Administration, Industrial Management, Industrial Engineering, Industrial Psychology, Political Science, or Government could be substituted for one year of experience. It was found that appellant failed to satisfy the experience requirement per the substitution clause for education. As there were no admitted candidates, the examination was cancelled on September 24, 2016.

On her application, Ms. Moya indicated that she possessed 20 college credits, which prorates to 8 months of experience. She listed three positions on her application and resume: Keyboarding Clerk 3 and 2, and Clerk 1. Official records indicate she was appointed as a provisional Administrative Analyst in October 2015. Her experience was not accepted, and she was found to be lacking four years, four months of applicable experience.

On appeal, the appellant argues that she meets the minimum requirements for the position, and she indicates that she had been provisionally appointed to the subject title in October 2015. She also states that she was working out-of-title as an Administrative Analyst while in the titles Keyboarding Clerk 3 and 2, and she provides some of the duties that she had performed. In addition, the appointing authority indicates that Ms. Moya was working out-of-title for at least an additional four years, four months. Further, the appointing authority requests that Ms. Moya's out-of-title work experience be accepted, and that it would like to appoint her to the subject title.

N.J.A.C. 4A:4-2.6(a) provides that applicants shall meet all requirements specified in the promotional examination announcement by the closing date. *N.J.A.C.* 4A:4-2.6(c) provides in pertinent part that 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, unless good cause is shown for an exception.

CONCLUSION

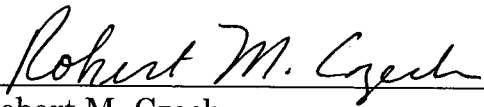
Initially, the appellant was correctly deemed to be ineligible for the subject examination since she lacked the minimum experience. However, the appointing authority has indicated that Ms. Moya performed out-of-title duties for at least an additional four years, four months while in the titles of Keyboarding Clerk 3 and 2. With the acceptance of this out-of-title work, Ms. Moya possesses the required experience. The examination was not competitive with no admitted candidates, and Ms. Moya remains in her provisional position as an Administrative Analyst. Thus, based on the documentation submitted and under these circumstances, good cause exists to accept Ms. Moya's out-of-title work experience, for eligibility purposes only, to satisfy the requirements for the subject examination.

ORDER

Therefore, it is ordered that this appeal be granted, the examination cancellation be rescinded, and the appellant's application be processed.

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



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