

B-55



**STATE OF NEW JERSEY**

**FINAL ADMINISTRATIVE  
ACTION OF THE  
CIVIL SERVICE COMMISSION**

In the Matter of Craig Sneddon,  
Administrative Analyst (C0097U),  
Ocean County

CSC Docket No. 2017-116

Examination Appeal

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

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Craig Sneddon appeals the determination of the Division of Agency Services which found that he was below the minimum requirements in experience for the open competitive examination for Administrative Analyst (C0097U), Ocean County.

The subject examination announcement was issued with a closing date of February 19, 2016, and was open to residents of Ocean County who met the announced requirement of 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. Possession of a Master's degree from an accredited college or university in Business Administration, Public Administration, Industrial Management, Industrial Engineering, Industrial Psychology, Political Science, or Government could be substituted for the one year of experience. Applicants who did not possess the required education could substitute additional experience on a year for year basis. Mr. Sneddon was determined to be ineligible due to below minimum requirements in experience. It is noted that 36 candidates have tentatively been admitted to the examination, but the examination has not been scheduled.

The appellant indicated that he possessed a Bachelor's degree and he listed two positions on his application: Senior Traffic Analyst and Patrol Lieutenant. As

this was not qualifying, he was found to be lacking one year of applicable experience.

On appeal, the appellant stated that he should be eligible based on his education, law enforcement career and his Senior Traffic Analyst position. Commission staff responded that experience as a Senior Traffic Analyst and Patrol Lieutenant is clearly inapplicable. He cannot receive credit for this experience, as these positions clearly do not have the announced experience requirement as the primary focus. The duties of these positions are unrelated to the announced experience requirement.

The appellant responded that, as a first line supervisor, he was 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. He states that he was in command of and responsible for the safety of officers, and the experience requirement is miniscule compared to the experience he has garnered.

*N.J.A.C.* 4A:4-2.3(b) provides that applicants shall meet all requirements specified in the open competitive examination announcement by the closing date.

## CONCLUSION

The appellant was correctly deemed to be ineligible for the subject examination since he lacked one year of required experience. The appellant's patrol work involved being in charge of a police platoon or performing specialized supervisory police duties. In order for experience to be considered applicable, it must have as its primary focus full-time responsibilities in the areas required in the announcement. *See In the Matter of Bashkim Vlashi* (MSB, decided June 9, 2004). While the announced experience requirement may have been an ancillary task on occasion, it is not the primary focus of the duties of a Police Lieutenant. In fact, on his application the appellant described the duties of this position as "As Shift Commander I had the responsibility of the community safety, efficient use of manpower and handling anything that presented itself requiring law enforcement intervention." Clearly, experience in that position is not applicable. Experience as a Senior Traffic Analyst is equally inapplicable. The appellant lacks one year of required experience.

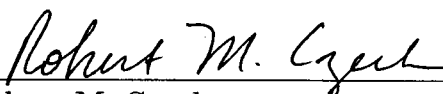
An independent review of all material presented indicates that the decision of the Division of Agency Services, that the appellant did not meet the announced requirements for eligibility by the closing date, is amply supported by the record. The appellant provides no basis to disturb this decision. Thus, the appellant has failed to support his burden of proof in this matter.

ORDER

Therefore, it is ordered that this appeal be denied.

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 7<sup>th</sup> 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

c: Craig Sneddon  
Kelly Glenn

