

Successful completion of a two year program in secretarial science at an accredited college and university could be substituted for two years of the first experience requirement. Five years of experience in the analysis, evaluation, development, and improvement of office practices, methods, and procedures could be substituted for the second experience requirement. Ms. Loffredo was found to possess sufficient experience for Office Services Manager, the second requirement. She possessed four years, five months of in-title work for the first experience requirement, but additional experience was gained out of title while she was an Administrative Clerk. DAS requests a rule relaxation to permit Ms. Loffredo's out-of-title work to be accepted. DAS states that Ms. Loffredo is currently serving provisionally in the title, and there are no existing open competitive, regular reemployment or special reemployment lists for the 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

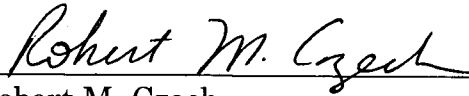
In the present matter, Ms. Loffredo has six months of experience in her provisional position, which meets the requirements for both titles. The appointing authority has stated that Ms. Loffredo performed out-of-title duties and DAS found that she has accrued at least an additional one month of applicable experience when including out-of-title work as an Administrative Clerk. With the acceptance of this out-of-title work, Ms. Loffredo possesses the required experience. The examination was not competitive, with no admitted candidates, and Ms. Loffredo remains in her provisional position in the subject title. Thus, based on the documentation submitted and under these circumstances, good cause exists to accept Ms. Loffredo's out-of-title work experience to satisfy the requirements for this 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
THE 7th DAY OF DECEMBER, 2016



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Chairperson
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