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STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION
OF THE
CIVIL SERVICE COMMISSION

In the Matter of Karen Quinnette,
Supervisor Housing Assistance
Program (PS2936D), Department of
Community Affairs

Examination Appeal

CSC Docket No. 2017-1376

ISSUED: MAR 09 2017 (HS)

Karen Quinnette appeals the determination of the Division of Agency Services (Agency Services), which found that, per the substitution clause for education, she did not meet the experience requirement for the promotional examination for Supervisor Housing Assistance Program (PS2936D), Department of Community Affairs (DCA).

The subject examination was announced with a closing date of June 21, 2016 and was open to employees who possessed a Bachelor's degree and four years of experience in program development and management of a federal or state sponsored housing subsidy or community service program for low and moderate income individuals/families in a public or private agency, one year of which shall have been in a supervisory capacity. Applicants who did not possess the required education could substitute additional experience as indicated on a year for year basis. The resulting eligible list containing the name of one eligible promulgated on October 27, 2016 and expires on October 26, 2018.

Since the appellant did not indicate possession of a Bachelor's degree on her application, she was required to possess eight years of the indicated experience per the substitution clause. On her application, the appellant indicated possession of 14 semester hour credits. She also listed her experience, in pertinent part, as a provisional Supervisor Housing Assistance Program from April 2016 to the closing date, as a Supervising Field Representative Housing from June 2013 to March 2016, as a Principal Field Representative Housing, Housing Assistance Program from December 2010 to May 2013 and as a Senior Field Representative Housing,

Housing Assistance Program from February 2001 to November 2010 all with DCA. Agency Services credited the appellant with the equivalent of five months of experience based on her possession of 14 semester hour credits. The appellant was also credited with five years and seven months of applicable general and supervisory experience based on her experience from December 2010 to the closing date. Agency Services did not credit the appellant's experience from February 2001 to November 2010, noting that this experience was out-of-title. Thus, Agency Services determined the appellant lacked two years of experience.

On appeal, the appellant argues, among other things, that her experience as a Senior Field Representative Housing, Housing Assistance Program from February 2001 to November 2010 is applicable. In support, the appellant's former supervisor indicates, among other things, that the appellant performed applicable duties from September 2003 to November 2010 due to business necessity.

Agency records indicate that the appellant continues to serve provisionally in the subject title.

CONCLUSION

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 that, except when permitted for good cause, applicants for promotional examinations may not use experience gained as a result of out-of-title work to satisfy eligibility requirements.

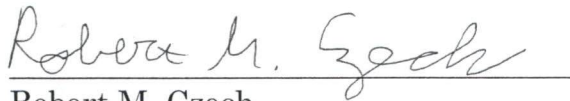
Initially, Agency Services correctly determined that the appellant was ineligible for the subject examination because she lacked the requisite amount of creditable experience as of the June 21, 2016 closing date. On appeal, the appellant states that she performed applicable duties while serving in the title of Senior Field Representative Housing, Housing Assistance Program from February 2001 to November 2010. Although the appellant's performance of applicable duties during that timeframe would be considered out-of-title work, the appellant's former supervisor confirms her performance of these duties from September 2003 to November 2010. This represents seven years and three months of additional applicable general experience. Moreover, the record evidences that the examination situation is not competitive since there is only one active eligible on the eligible list. Further, the appellant continues to serve provisionally in the subject title. As such, good cause exists in this particular case to accept the appellant's out-of-title work experience, for eligibility purposes only, and admit her to the examination.

ORDER

Therefore, it is ordered that this appeal be granted and the appellant's application be processed for prospective employment opportunities.

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 9TH DAY OF MARCH, 2017



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