



**STATE OF NEW JERSEY**

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

In the Matter of Angela Medrano-  
Sanchez, Executive Assistant 1,  
Department of Children and Families

Examination Appeal

CSC Docket No. 2021-901

**ISSUED: MARCH 26, 2021 (RE)**

Angela Medrano-Sanchez appeals the determination of the Division of the Agency Services (Agency Services), which found that she was below the minimum requirements in experience for a qualifying examination for Executive Assistant 1.

By way of background, Agency Services processed a qualifying examination for the appellant, to determine if she possessed the necessary qualifications for the subject title. The requirements for Executive Assistant 1 are graduation from an accredited college or university with a Bachelor's degree, and two years of experience in program management with responsibility for planning, organizing, coordinating, staffing, reporting, and budgeting, or in assisting an executive with program development and implementation. Applicants who did not possess the required education could substitute additional experience on a year for year basis. A Master's degree in Public Administration, Business Administration, Management, or other closely related field could be substituted for one year of experience.

On her qualifying examination application, the appellant indicated that she possessed a Bachelor's degree, and therefore, she met the educational requirements. On her application, the appellant listed positions as Family Service Specialist 2; Family Service Specialist Trainee; Commercial General Liability Analyst (also referred to as Claims Analyst) for Zurich North America; Behavioral Health Mental Health Assistant for Bergen Regional Medical Center; Administrative Assistant for ADP Corporate Headquarters; and Market Research for The Wats Room. No out-of-

title work was found. Therefore, since the appellant lacked two years of applicable program management or assistance with program development and implementation experience she did not pass the qualifying examination for the subject title.

On appeal, the appellant argues that all her experience as a Behavioral Health Mental Health Assistant for Bergen Regional Medical Center, and as an Administrative Assistant for ADP Corporate Headquarters should be accepted.

## CONCLUSION

At the outset, it must be underscored that a “Qualifying Examination” requires the candidate to demonstrate on her qualifying examination application that she possesses the necessary experience for the subject title to affect a lateral transfer to the title. Additionally, 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).

A review of the appellant’s application reveals that she does not meet the experience requirements for Executive Assistant 1. When an applicant indicates extensive experience in titles established under the State Classification Plan, it is appropriate to utilize the job specifications to determine the primary focus of the duties of incumbents serving in career service titles. Additionally, *N.J.A.C. 4A:4-2.5(a)1* states that professional titles require at least a Bachelor’s or higher level degree, with or without a clause to substitute experience. Thus, since the Executive Assistant 1 title requires completion of a Bachelor’s degree with a substitution clause, which permits additional experience in lieu of the college credits, as well as relevant experience, it is considered a professional title. As such, the experience requirement is at a professional level, which is accrued after completion of a Bachelor’s degree.

A review of the appellant’s history reveals that her experience as a Behavioral Health Mental Health Assistant for Bergen Regional Medical Center, and as an Administrative Assistant for ADP Corporate Headquarters, was accrued prior to completion of her Bachelor’s degree. Also, the primary focus of her Behavioral Health Mental Health Assistant position was communication with patients, families and employees, data collection, and document preparation, which is technical or clerical work. As an Administrative Assistant, the appellant conducted research, prepared statistical reports, handled information requests, prepared correspondence, received visitors, arranged conference calls and scheduled meetings and events, managed calendars, updated data, and answered calls. The primary focus of this position is clerical work. Neither of these positions has work that rises to the level and scope of the required experience.

The appellant’s experience as a Claims Specialist, Family Service Specialist 2, and Family Service Specialist Trainee is clearly inapplicable. To warrant an Executive Assistant 1 classification, the position should focus on program

management with responsibility for planning, organizing, coordinating, staffing, reporting, and budgeting, or in assisting an executive with program development and implementation. The appellant's current and prior held positions' duties do not match the required duties.

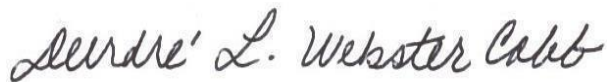
Agency Services correctly determined that the appellant did not pass the subject qualifying examination. Therefore, she has failed to support her burden of proof in this matter.

### ORDER

Therefore, it is ordered that this request 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 24<sup>TH</sup> DAY OF MARCH, 2021




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Deirdre L. Webster Cobb  
Chairperson  
Civil Service Commission

Inquiries  
and  
Correspondence

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

c. Angela Medrano-Sanchez  
Linda Dobron  
Division of Agency Services  
Records Center