

**STATE OF NEW JERSEY**

In the Matter of Dorothea Smith,  
Assistant Administrative Analyst  
(PM4063D), Trenton

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

CSC Docket No. 2023-435

Examination Appeal

**ISSUED:** December 7, 2022 (SLK)

Dorothea Smith appeals the determination of the Division of Agency Services (Agency Services) that she did not meet the experience requirements for the promotional examination for Assistant Administrative Analyst (PM4063D), Trenton.

The subject examination's closing date was May 23, 2022. The education requirement was a Bachelor's degree. Applicants who did not possess the required education could have substituted, on the basis of one year of such experience being equal to 30 semester hours of credit, work experience in either analyzing, evaluating and providing advice to management on such matters as work methods and procedures, communications, organizational structure, manpower utilization, distribution of work assignments, delegation of authority, policy development, records management or similar areas with the objective of improving managerial effectiveness or managing, administering, or directing an organizational unit and its work programs which entailed responsibility for planning, organizing, directing, staffing, coordinating, and budgeting for the activities of the unit. The appellant was the only applicant and the examination was cancelled due to a lack of qualified candidates.

On the appellant's application, she indicated that she possessed a high school diploma. She also indicated that she was provisionally serving in the subject title from November 2021 to the closing date. Personnel records indicate that she was provisionally serving in the subject title from November 2021 to the closing date, a Radio Dispatcher/Keyboarding Clerk 2 from February 2000 to November 2021, and a Keyboarding Clerk 1 from October 1993 to February 2000. Agency Services determined, per the substitution clause, that she lacked four years of experience.

On appeal, the appellant asserts that her duties demonstrate that she meets the requirements. She lists her duties as overseeing three employees, training, disciplinary write-ups, evaluating office employees, preparing procedure charts, recommending other procedural improvements, preparing reports, setting up meetings, delegating work assignments, arranging and setting up training, maintaining monthly reports and yearly budgets, maintaining material for field workers, informing the public via the newspaper, receiving and investigating damage reports, making assignments for field workers, assisting other departments with information as needed, reporting employee injuries, keeping employee time records, arranging for appointments and physicals for field workers, maintaining office supplies and equipment, documenting all complaints, injuries and motor vehicle damage, insurance claims, typing new water service records, informing fire departments about hydrants placed out of service, informing customers when the water will be out, looking up information on the City map, locating valves and water mains on the City map, typing work orders for mark outs, which are approximately 100 per day, looking up measurements for services for field workers, keeping records of doctor's notes and other employee information, and contacting New Jersey One Call to obtain mark out tickets for other companies to locate their services.

## CONCLUSION

*N.J.A.C.* 4A:4-2.6(a) requires applicants to possess all the requirements specified in an announcement for an open competitive examination by the closing date. *N.J.A.C.* 4A:4-6.3(b) provides that the appellant has the burden of proof in examination appeals.

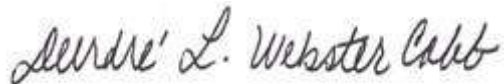
In this matter, a review of the appellant's application and appeal indicates that Agency Services correctly determined that she was not eligible for the subject examination. Specifically, it does not appear that her primary duties involve either analyzing, evaluating and providing advice to management or managing, administering, or directing an organizational unit and its work programs. While the appellant's duties may have some involvement in the required areas, 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). Moreover, as it is unclear if the appellant's provisional position is appropriately classified, the classification of the appellant's provisional position is referred to Agency Services for review.

## ORDER

Therefore, it is ordered that this appeal be denied. Further, the classification of Dorothea Smith's provisional position is referred to the Division of Agency Services for review.

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, 2022



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