

B-30



STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION  
OF THE  
CIVIL SERVICE COMMISSION

In the Matter of Dawn Blake,  
Program Monitor (PC0413S), Ocean  
County Prosecutor's Office

CSC Docket No. 2015-327

Examination Appeal

ISSUED: OCT 03 2014 (SLK)

Dawn Blake appeals the determination of the Division of Selection Services (Selection Services) that she did not meet, per the substitution clause, the experience requirements for the promotional examination for Program Monitor (PC0413S), Ocean County Prosecutor's Office.

The examination at issue was announced with specific requirements that had to be met as of the March 21, 2014 closing date (see attached). A total of two individuals applied for the examination and both were determined to be ineligible. The examination was cancelled due to a lack of qualified candidates.

Ms. Blake indicated on her application that she was provisionally serving in the title under test from December 2013 to the March 21, 2014 closing date, a Supervising Clerk Typist from January 2004 to December 2011, a Principal Clerk Typist from April 2002 to January 2004, a Senior Clerk Typist from January 1997 to April 2002, and a Clerk Typist from August 1987 to October 1989. Personnel records indicate that the appellant was provisionally serving in the subject title from December 2013 to the March 21, 2014 closing date, a Keyboarding Clerk 4 from April 2004 to December 2013, a Keyboarding Clerk 3 from May 2002 to April 2004, a Keyboarding Clerk 2 from October 1989 to May 2002, and a Keyboarding Clerk 1 from August 1987 to October 1989. The appellant also indicated that she possessed 25 college credits. Selection Services credited Ms. Blake with 10 months of experience by substituting her college credits for experience, but did not credit her with any applicable work experience. It commented that there was not any indication that the appellant performed work inspecting or reviewing activities for

compliance, review, analysis, or evaluation of an activity or program. Therefore, it determined that she lacked three years and two months of experience.

On appeal, Ms. Blake asserts that, per the substitution clause, she strongly believes that she meets the experience requirements. The appellant presents that while serving provisionally in the title under test, she performs a variety of payroll and other accounting functions, orders office supplies and manages office equipment, processes travel authorization requests, and performs other office related tasks. As a Supervising Clerk Typist - Administration, Ms. Blake maintains that she supervised clerical personnel, performed payroll and other accounting functions, processed travel requests, ordered office supplies and managed office equipment, and performed other office related tasks. As a Supervising Clerk Typist - Operations, the appellant states that she supervised clerical personnel, prepared correspondence for Prosecutors, typed and distributed press releases, drafted meeting agendas and ordered meeting supplies, maintained computer files and records, prepared legal documents, docketed cases, processed public information requests, and performed other clerical duties.

### CONCLUSION

*N.J.A.C.* 4A:4-2.6(a) provides that applicants shall meet all requirements specified in the promotional announcement 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 the instant matter, the appellant is not eligible for the examination. Ms. Blake's application and appeal indicate that she primarily performs payroll and other accounting functions while serving provisionally in the subject title. As a Keyboarding Clerk 4 and Keyboarding Clerk 3, the appellant's primary function was to supervise other clerical staff. As a Keyboarding Clerk 2, Ms. Blake led other clerical workers and performed a variety of clerical tasks, and as a Keyboarding Clerk 1, she performed various clerical duties. In other words, the appellant does not have experience in the required areas. Consequently, Selection Services correctly determined that Ms. Blake did not meet the experience requirements.

Moreover, the Civil Service Commission notes that even though the appellant is provisionally serving in the title under test, Selection Services did not credit her with any applicable work experience for this position. In this regard, the definition section of the job specification for Program Monitor states:

Under direction is responsible for in-depth reviewing, observing, and reporting on contracted funded programs to ascertain whether or not these programs are carried out in accord with contractual agreements or federal guidelines; does other related duties as required.

Significantly, the duties that Ms. Blake describes for her provisional position do not appear to be consistent with a Program Monitor classification. Therefore, since it appears that the appellant may not be performing the duties of a Program Monitor, it is appropriate to refer the matter of the classification of her provisional position to the Division of Classification and Personnel Management (CPM) for review, and the appointing authority shall effect the proper classification of the position within 30 days of CPM's classification determination.

ORDER

Therefore, it is ordered that this appeal be denied. It is further ordered that the matter of the classification of the provisional position of Dawn Blake be referred to the Division of Classification and Personnel Management for further 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 1<sup>st</sup> DAY OF OCTOBER, 2014



Robert M. Czech  
Chairperson  
Civil Service Commission

Inquiries  
and  
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Henry Maurer  
Director  
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and Regulatory Affairs  
Civil Service Commission  
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P.O. Box 312  
Trenton, New Jersey 08625-0312

Attachment

c: Dawn Blake  
Joseph Coronato  
Kenneth Connolly  
Dan Hill  
Joseph Gambino

NEW JERSEY CIVIL SERVICE COMMISSION  
COUNTY AND MUNICIPAL GOVERNMENT SERVICES  
**PROMOTIONAL ANNOUNCEMENT**



**\$25.00 PROCESSING FEE**  
Make Check/Money Order Pays

<b>SYMBOL: PC0413S</b>	<b>WEIGHT CODE: *</b>
<b>TITLE: PROGRAM MONITOR</b>	<b>SALARY: \$30,000.00 - \$80</b>
<b>ISSUE DATE: March 01, 2014</b>	<b>CLOSING DATE: March 21, 2014</b>
<b>TITLE CODE: 04700/ C8RQR2</b>	<b>JURISDICTION CODE: T15000041</b>
<b>JURISDICTION: OCEAN COUNTY</b>	
<b>DEPARTMENT: PROSECUTOR</b>	

**RETURN COMPLETED APPLICATIONS TO: ONLY ON LINE APPLICATIONS  
WILL BE ACCEPTED  
FOR THIS ANNOUNCEMENT**

**Open to employees in the competitive division who have an aggregate of one year of continuous permanent service as of date in any competitive title and meet the requirements listed below:**

**Education:** Graduation from an accredited college or university with a Bachelor's degree. You must indicate either possession of or total number of college credits completed to date on your application. (Foreign degrees/transcripts must be evaluated by a rec evaluation service.) Failure to do so will result in rejection from the examination process.

**Note:** Applicants who do not meet the above education requirement may substitute experience in inspecting or reviewing activities/programs for compliance with established standards, guidelines, regulations, or contractual agreements or in the review and evaluation of activities/programs to ascertain their adequacy, efficiency, deficiencies, and effectiveness in achieving object year for year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

**License:** Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle rather than employee mobility, is necessary to perform the essential duties of the position. The responsibility for ensuring that employees possess required motor vehicle license, commensurate with the class and type of vehicles they operate, rests with the Appointing Authority.

**NOTE:** As of December 1, 2013, applications must be completed and submitted by 4:00 pm on the closing date.

**IMPORTANT INFORMATION**

1. NJAC 4A:4-2.6 states that all requirements listed must be met as of the closing date, including assignment to jurisdiction/department, and satisfying the status requirement.
2. **YOU MUST COMPLETE YOUR APPLICATION IN DETAIL.** Your score may be based on a comparison of your credentials with the job requirement complete your application properly may lower your score or cause you to fail.
3. This examination is open to full-time and part-time permanent employees. If an employment list results from this announcement, it may be certified to fill full-time and part-time positions. If 35- and 40-hour positions are used within the department, the resulting list may be used to fill either work week position.
4. NJAC 4A:4-1.5 states that any employee who is serving on a provisional basis and who fails to file for and take an examination which has been announced shall be separated from the provisional title.
5. In accordance with Public Law 2010 c 26, Veterans pay a reduced application fee of \$15.00 if they have previously established Veterans Preference with DMVA (as defined by N.J.S.A. 11A:5-1 et seq.), or your claim is approved by DMVA at least 8 days prior to the issuance of this eligibility list. PLEASE NOTE: THIS REDUCED FEE DOES NOT APPLY TO PUBLIC SAFETY TITLES. (i.e. Police, Fire, Corrections and Sheriff).
6. **SAVE ON POSTAGE! GO PAPERLESS! RECEIVE IMMEDIATE CONFIRMATION THAT YOUR APPLICATION HAS BEEN RECEIVED!** Now file an application for this examination on-line. Visit the Civil Service Commission website at <http://info.csc.state.nj.us/epoa>. Select the promotional title and click on the link, "Click Here to file Online" at the top of the announcement. You can now complete and submit your application and payment on-line to the Civil Service Commission and you will receive an immediate receipt confirmation!

DPF-256A \* Revised 07/06