

csc B-6



STATE OF NEW JERSEY

In the Matter of Dondria Lewis,
Technical Assistant 1, Department of
Banking and Insurance

FINAL ADMINISTRATIVE ACTION
OF THE
CIVIL SERVICE COMMISSION

CSC Docket No. 2015-606

Administrative Appeal

ISSUED: OCT 01 2014 (BS)

The Division of Classification and Personnel Management (CPM), on behalf of the Department of Banking and Insurance, requests that Dondria Lewis's out-of-title work experience be accepted to allow her to meet the eligibility requirements for Technical Assistant 1, Insurance.

By way of background, Lewis is currently serving permanently in the title of Principal Clerk Typist. The appointing authority submitted a pre-appointment evaluation request to the Division of Selection Services (DSS) to determine whether Lewis satisfied the requirements for Technical Assistant 1, Insurance. DSS indicated that Lewis had adequate experience to satisfy the requirements but that such experience at that level would be considered out-of-title work for someone serving as a Principal Clerk Typist. It is noted that incumbents serving in the Technical Assistant 1, Insurance title are required to possess 60 semester hour credits at an accredited college plus three years of experience in the review and verification of highly technical material involving established guidelines to ensure conformity with procedures, rules and regulations. Applicants who do not possess the required 60 credits may substitute additional experience as indicated above on the basis of one year for every 30 credits.

In its request to the Civil Service Commission, CPM indicates that the appointing authority has verified that Lewis had been performing the work at the level of a Technical Assistant 1, Insurance while she was serving as a Principal Clerk Typist. As such, CPM recommends that Lewis's out-of-title work be accepted in order to qualify her for this promotional opportunity.

CONCLUSION

N.J.A.C. 4A:4-2.6(c) provides 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.

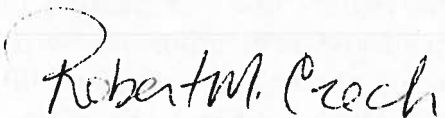
In the present matter, the appointing authority has verified that Lewis has been performing duties consistent with the Technical Assistant 1, Insurance title since February 2003 when she was serving as a Principal Clerk Typist. Additionally, she continues to perform the required duties due to business necessity. Moreover, CPM recommends that this request be granted. Under these circumstances, good cause has been presented to accept Lewis's out-of-title work for any upcoming promotional examination for the Technical Assistant 1, Insurance title.

ORDER

Therefore, it is ordered that this request be granted and Dondria Lewis's applicable out-of-title work experience be accepted on a year-for-year basis for a prospective promotional examination for the subject title. Lewis is to provide a copy of this decision with the promotional application that she submits upon examination announcement. In addition, the Division of Selection Services shall also accept applicable and documented out-of-title work experience from other promotional examination applicants.

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 1ST DAY OF OCTOBER, 2014



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