



## **SUBSTITUTIONS**

### **A. EXPERIENCE FOR EDUCATION**

1. Additional experience as described above could be substituted for the four-year education requirement on a year for year basis.
2. Training hours approved by the Civil Service Commission could be substituted for the education requirement where 16 contact hours equals one semester credit hour.

### **B. EDUCATION FOR EXPERIENCE**

1. 30 semester hour credits in Information Technology could be substituted for one year of experience.
2. A Master's degree in Information Technology or related studies could be substituted for one year of experience.

Records indicate that the subject promotional examination was cancelled on April 18, 2014 due to a lack of qualified applicants.

The appellant filed an application on which he indicated that he possessed a Bachelor's degree plus experience as a provisional Supervisor Information Technology (7/01<sup>1</sup> to the closing date). The Division of Selection Services concluded that the appellant satisfied the educational requirement but only possessed five months of applicable experience as a provisional Supervisor Information Technology as of the closing date. His experience as a Computer Service Technician was not considered applicable. Consequently, the Division of Selection Services found the appellant ineligible for the subject promotional examination.

On appeal, the appellant argues that he satisfies the subject requirements. In support of his appeal, Frank E. Cirii, Personnel Officer, Camden County, submits a letter indicating that the appellant has been employed with the Division of Office Technology Information Support since 2001 and has been performing the duties of a Supervisor Information Technology for the past five years, albeit out-of-title, while serving as a Computer Service Technician. Mr. Cirii indicated that the appellant has demonstrated great proficiency while serving in this capacity.

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<sup>1</sup> Civil Service Commission records indicate the appellant was appointed provisional Supervisor Information Technology, effective 8/26/13. Prior to that, he served as as a Computer Service Technician, commencing 8/23/02.

## CONCLUSION

*N.J.A.C.* 4A:4-2.6(a) provides that applicants shall meet all requirements specified in the 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 generally may not use experience gained as a result of out-of-title work to satisfy eligibility requirements. *N.J.A.C.* 4A:4-6.3(b) provides that, except for medical or psychological disqualification appeals, the appellant shall have the burden of proof.

In the instant matter, the record demonstrates that the appellant satisfied the educational requirement but only possessed five months of applicable experience as a provisional Supervisor Information Technology as of the closing date. Although the appellant claims to have assumed appropriate responsibilities while serving as a Computer Service Technician, such responsibilities while serving in this capacity would be considered out-of-title work which generally cannot be used to satisfy experience requirements for promotional examinations announced with open-competitive requirements.

However, Frank E. Cirii, Personnel Officer, has endorsed the appellant's claims of performing such out-of-title work responsibilities while serving as a Computer Service Technician and indicated that the appellant had actually been performing the duties of a Supervisor Information Technology while serving in the Computer Service Technician title. Additionally, the Commission is mindful that the appellant continues to successfully serve as a provisional Supervisor Information Technology, the subject promotional examination has been cancelled due to a lack of qualified applicants, and thus this is not a competitive situation. Accordingly, accepting the appellant's five years of out-of-title experience as a Computer Service Technician, for eligibility purposes only, will allow the appellant the opportunity to be considered for permanent appointment to the subject title.

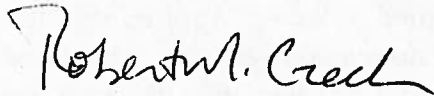
## ORDER

Therefore, it is ordered that this appeal be granted, the cancellation of the examination be rescinded, and the appellant's application be processed as soon as possible.

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 22ND DAY OF OCTOBER, 2014

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