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## STATE OF NEW JERSEY

## FINAL ADMINISTRATIVE ACTION OF THE CIVIL SERVICE COMMISSION

In the Matter of Harvey Lane, Keyboarding Clerk 2 (M0248S), Maurice River School District

CSC Docket No. 2015-819 But **Examination Appeal** 

ISSUED: NOV 20 2014

(RE)

Harvey Lane appeals the determination of the Division of Selection Services (DSS) which found that he did not meet the experience requirements for the open competitive examination for Keyboarding Clerk 2 (M0248S), Maurice River School District.

The subject examination announcement was issued with a closing date of May 9, 2014. The examination was open to residents of Maurice River Township, Cumberland County, contiguous counties, and the State of New Jersey, who met the announced requirement of one year of clerical experience operating an alphanumeric keyboard or typewriter to produce documents such as letters, memos, reports, charts, forms and other materials. Successful completion of a clerical training program with a minimum of 700 clerical training hours or 30 semester hour credits in secretarial science from an accredited college or university could be substituted for the experience. The appellant was found to be below minimum requirements in experience. It is noted that 12 candidates appear on the eligible list, which has been certified once, but no appointments have yet been made.

Mr. Lane listed three positions on his application: 1) Data Entry Operator with Kelly Services; 2) Processing Clerk with Verizon; and 3) Markup Clerk with the United States Post Office. None of this experience was accepted, and the appellant was found to be lacking and one year of qualifying experience.

On appeal, Mr. Lane states that for the past 30 years, he has been working in the data processing field, and has been typing since high school. He attaches a copy of a Certificate of Proficiency, Data Entry, dated January 31, 2006 wherein it indicates he performed 97 key strokes per minute with an error rate of 2.54% or less. He also submits a Certificate of Proficiency, Typing, dated October 27, 2005 indicating a typing proficiency of 40 words per minute. Both of these certifications were awarded from the Civil Service Commission. He also submits a Certificate in Business Office Administration awarded from the Essex College of Business, dated February 3, 1988.

N.J.A.C. 4A:4-2.3(b) provides that applicants shall meet all requirements specified in the open competitive examination announcement by the closing date.

## **CONCLUSION**

At the outset, it is noted the announcement indicated that applicants would be required to demonstrate proficiency in keyboarding or typing. Thus, the proficiency certificates provided by the appellant have no bearing on his eligibility, which is based on satisfying the experience requirement. Once the experience requirement is met, the appellant would be required to demonstrate his proficiency. However, demonstration of proficiency is not the initial factor in eligibility determinations.

For his position as a Data Entry Operator, the appellant indicated that his duties were to input and verify data on a personal computer. For the second position, Processing Clerk, the appellant indicated that he processed payments for all Verizon customers manually, and some with the use of a computer. As a Markup Clerk, the appellant indicated that he accurately keyed-in change of addresses on post office mail using a personal computer, and rerouted letters and parcels to new addresses. An analysis of these duties shows that, for the first and third positions, the appellant was performing data entry, but was not producing documents such as letters, memos, reports, charts, forms and other materials. Although his experience does not precisely mirror the requirements, taken as a whole, the appellant accrued at least one year of keyboarding experience while in these titles. Based on these unique circumstances, the Commission will accept the appellant's experience and admit the appellant for prospective appointment only.

## **ORDER**

Therefore, it is ordered that this appeal be granted.

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 19<sup>th</sup> DAY OF NOVEMBER, 2014

Robert M. Czech

Chairperson

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