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STATE OF NEW JERSEY

In the Matter of Stephanie Nutter,
Personnel Assistant 4, Department of
State

FINAL ADMINISTRATIVE ACTION
OF THE
CIVIL SERVICE COMMISSION

CSC Docket No. 2015-1128

Administrative Appeal

ISSUED: **DEC 22 2014** (WR)

The Division of Agency Services (DAS), on behalf of the Department of State, requests that Stephanie Nutter's out-of-title experience in the title of Technical Assistant 1, Department of State, be accepted to qualify her for a prospective promotional examination for Personnel Assistant 4.¹

By way of background, Ms. Nutter's credentials were reviewed to determine if she satisfied the requirements for the position of Personnel Assistant 4. On her application for the qualifying examination, Ms. Nutter indicated that she possessed an Associate's degree and out-of-title experience as a Technical Assistant 1, Department of State. The Division of Selection Services (Selection Services) determined that Ms. Nutter did not meet the requirements for the title as her application demonstrated that she performed relevant out-of-title work in her position of Technical Assistant 1, Department of State. In this regard, it is noted that the requirements for Personnel Assistant 4 are: graduation from an accredited college or university with a Bachelor's degree and one year of technical experience in a personnel program of a public or private organization. Applicants who do not meet the educational requirement may substitute additional experience as indicated on a year-for-year basis, with 30 semester hour credits being equal to one year of experience.

¹ It is noted that an examination (PS9563S) for the Department of State was announced on December 1, 2014, with a closing date of December 22, 2014.

In support of its request, DAS notes that Ms. Nutter possesses an Associate's degree, which is equivalent to two years of experience. Additionally, it explains that Ms. Nutter had been assigned relevant out-of-title duties as a Technical Assistant 1, Department of State from July 2011 to January 2014, when she was provisionally appointed to the subject title. Thus, together with her provisional experience in the subject title and the equivalent of two years of experience from her Associate's degree, she has accrued more than the required five years of experience, per the substitution clause.

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 for credit in the examination process, unless good cause is shown for an exception.

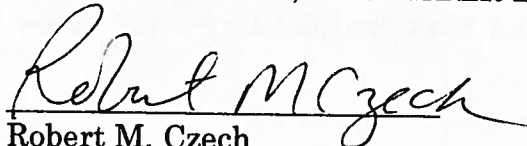
In the present matter, the appointing authority has verified that Ms. Nutter has been performing duties consistent with the Personnel Assistant 4 for at least five years, and DAS recommends approval of the request. Additionally, Ms. Nutter continues to perform the required duties. Under these circumstances, good cause has been presented to accept Ms. Nutter's out-of-title work in order to qualify her for the upcoming promotional examination for Personnel Assistant 4.

ORDER

Therefore, it is ordered that this request be granted and Ms. Nutter's out-of-title work experience be accepted on a year-for-year basis for the prospective promotional examination for Personnel Assistant 4. In addition, the Division of Agency Services shall accept applicable and documented out-of-title work experience from all 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 17TH DAY OF, DECEMBER 2014



Robert M. Czech

Chairperson

Civil Service Commission

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