

B-32



STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION
OF THE
CIVIL SERVICE COMMISSION

In the Matter of Janis E. Feuchak,
Fiscal Analyst (PM0059S), Jersey
City

Examination Appeal

CSC Docket No. 2014-2827

ISSUED: DEC 7 2014 (BS)

Janis E. Feuchak appeals the determination of the Division of Selection Services which found that she did not meet the requirements for the promotional examination for Fiscal Analyst (PM0059S), Jersey City.

The promotional examination at issue was announced with experience requirements which had to be met as of the announced closing date of January 21, 2014. Specifically, all applicants had to possess a Bachelor's degree from an accredited college or university plus one year of experience in the collection, compilation, analysis, and presentation of data required to provide an accurate account of administrative and operating costs to management in a private business or government agency. Applicants who did not possess the required education could substitute additional experience as indicated on a year for year basis. The promotional examination announcement also stipulated that a Master's degree in Business Administration, Public Administration, Accounting, or Finance could be substituted for the required experience. Records indicate that a promotional cancelled on May 22, 2014 due to a lack of qualified applicants.

The appellant filed an application on which she indicated that she possessed a Bachelor's degree plus experience as a provisional Fiscal Analyst (2/12 to the closing date). This was the only position the appellant listed on the application she submitted. The former Division of Selection Services concluded that the appellant satisfied the educational requirement but found the focus of her experience to be clerical accounting work. As a result, the former Division of Selection Services found the appellant ineligible for the subject promotional examination.

On appeal, the appellant asserts that she satisfies the subject requirements. The appellant argued that, as a provisional Fiscal Analyst, she reconciled accounts and budgets to appropriations, monitored funding in operating account, capital accounts, and State and federal accounts, advised management on financial issues, and audited financial records to ensure proper disbursement of funds, among other related duties. The appellant also indicated that she had previously served as a Supervisor of Accounts, Principal Data Control Clerk, Principal Clerk Transcriber, Secretarial Assistant, and Inventory Control Clerk.

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:4-6.3(b) provides that, except for medical or psychological disqualification appeals, the appellant shall have the burden of proof.

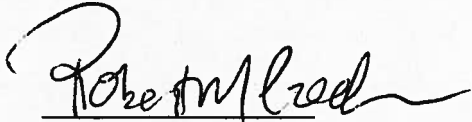
As of the closing date, the appellant satisfied the educational requirement. However, the appellant failed to adequately explain her duties as a provisional Fiscal Analyst on her original application which led to her initial ineligibility. The Commission notes that, on appeal, the appellant clarified her duties as a provisional Fiscal Analyst and those duties are consistent with the collection, compilation, analysis, and presentation of data required to provide an accurate account of administrative and operating costs to management as required. The appellant possessed more than the required one year of the required experience as of the subject closing date. Additionally, the appellant is the provisional appointee, she continues to serve provisionally in the subject title and the resulting promotional eligible roster is incomplete (*i.e.*, contains the names of less than three qualified applicants). Accordingly, the Commission accepts the appellant's clarification of her duties as a provisional Fiscal Analyst which will allow her the opportunity to be tested and compete for a permanent appointment to the subject title.

ORDER

Therefore, it is ordered that this appeal be granted, the examination cancellation 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 17TH DAY OF DECEMBER, 2014



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