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STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION  
OF THE  
CIVIL SERVICE COMMISSION

In the Matter of Panayiota Reynolds,  
Assistant Purchasing Agent  
(PM0306S), West Orange

Eligibility Appeal

CSC Docket No. 2015-282

ISSUED: DEC - 5 2014

(LH)

Panayiota Reynolds appeals the determination of the Division of Selection Services and Recruitment (Selection Services) that she did not meet the experience requirements for the promotional examination for Assistant Purchasing Agent (PM0306S), West Orange.

The subject examination was announced with a closing date of March 21, 2014 and was open to applicants who possessed a Bachelor's degree and four years of experience in the writing of purchase specifications and in the purchase of equipment, materials, and supplies in a large government or private agency. Applicants who did not possess the required education could substitute additional experience as indicated on a year for year basis with thirty semester hour credits being equal to one year of experience. The examination was cancelled as the appellant was the only applicant.

On her application, the appellant did not indicate she possessed any college credits. Therefore, pursuant to the substitution clause, she needed to possess eight years of the indicated experience. The appellant indicated that she served as a Keyboarding Clerk 2 from December 2003 through the closing date<sup>1</sup>. The appellant indicated she performed clerical duties; assisted in specification writing for purchase of various equipment, materials and supplies; assisted with the bid process; and assisted in the preparation and completion of purchase orders ensuring merchandise was received, invoices were accurate and payments were processed. Based on the foregoing, Selection Services credited the appellant with five months of applicable experience based on her provisional experience as an Assistant

<sup>1</sup> Agency records indicate the appellant served provisionally in the subject title from November 1, 2013 through the closing date, as a Keyboarding Clerk 2 from January 1, 2006 to November 1, 2013 and as a Keyboarding Clerk 1 from December 1, 2003 to January 1, 2006.

Purchasing Agent, but did not accept the remainder of her experience as it was out-of-title.

On appeal, the appellant asserts that she satisfies the minimum requirements for the promotional announcement. In support, she clarifies her experience as Keyboarding Clerk 1 and 2 and submits a college transcript from Hudson County Community College. In addition, she submits letters from Anne DeSantis, Purchasing Agent, and John Sayers, Business Administrator of West Orange. Specifically, Ms. DeSantis and Mr. Sayers asserts that since December 1, 2003 the appellant had performed relevant out-of-title duties as a Keyboarding Clerk.

### CONCLUSION

*N.J.A.C.* 4A:4-2.6(a) provides that applicants shall meet all requirements specified in the promotional 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 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.

Initially, it is noted that Selection Services correctly determined that the appellant was not eligible for the subject examination. Applicants were required to possess a Bachelor's degree and four years of the indicated experience. However, a review of the appellant's application reveals that she did not possess a Bachelor's degree nor did she indicate she possessed any college credits. Although she submits a transcript on appeal, *N.J.A.C.* 4A:4-2.1 provides that an application can only be amended prior to the closing date, and therefore, these credits cannot be considered. Thus, pursuant to the substitution clause, she needed to possess eight years of the indicated experience. However, she only possessed five months of the indicated experience based on her provisional service as an Assistant Purchasing Agent.

In the instant matter, the appellant and the appointing authority maintain that she has performed relevant duties since December 2003 while employed as a Keyboarding Clerk 1 and 2. Accepting the appointing authority's verification that the appellant performed the appropriate duties as of the closing date for the subject promotional examination, the appellant possessed more than the required eight years of applicable experience. Nevertheless, the examination was cancelled since the appellant was the only applicant. Accordingly, good cause exists to accept the appellant's out-of-title work experience, for eligibility purposes only, and to admit her to the examination.

### ORDER

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

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 3<sup>rd</sup> DAY OF DECEMBER 2014**

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