

B-43



STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION
OF THE
CIVIL SERVICE COMMISSION

In the Matter of Carrie Gregory,
Administrative Assistant 3
(PC0004S), Burlington County

Examination Appeal

CSC Docket No. 2014-2666

ISSUED: JUL 30 2014 (SLK)

Carrie Gregory appeals the determination of the Division of Selection Services (Selection Services) that, per the substitution clause for education, she was below the minimum requirements in experience for the promotional examination for Administrative Assistant 3 (PC0004S), Burlington County.

The examination at issue was announced with specific requirements that had to be met as of the January 21, 2014 closing date (see attached). Ms. Gregory was the only individual who applied for the subject examination which was cancelled due to a lack of qualified applicants.

On her application, the appellant indicated that she was provisionally serving in the title under test from February 2013 to the January 2014 closing date, a Principal Clerk Typist from July 2008 to February 2013, a Senior Clerk Typist from July 2006 to July 2008, and a Clerk/Typist from February 2003 to July 2006. She also indicated that she possessed 39 college credits. Selection Services credited the appellant with one year and four months of experience based on her college credits and one year of experience based on her provisional service in the subject title, but determined that the remainder of her experience was not applicable as it constituted out-of-title work. Therefore, Selection Services determined that the appellant lacked two years and eight months of the required experience.

On appeal, the appellant states that since 2008, she filled in for a Secretarial Assistant who was on maternity leave and then, later that year, she permanently took on these responsibilities when that individual transferred to another

department. Thus, she states that she has been performing the duties required to establish eligibility for the title under test for six years. Additionally, she indicates that she solely coordinates all office operations, including clerical work, internal reporting, forms, space, and office equipment. John H. Smith, Jr. Superintendent, Burlington County Park Systems, verifies that the appellant has been performing the required out-of-title duties since May 2008 due to the transfer of the prior confidential and principal assistant to the Superintendent of Parks.

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. *N.J.A.C.* 4A:1-1.2(c) states that the Civil Service Commission may relax a rule for good cause in order to effectuate the purposes of Title 11A, New Jersey Statutes.

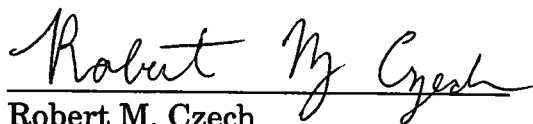
Initially, it is noted that Selection Services correctly determined that the appellant was not eligible for the subject examination. The appellant was credited with two years and four months of experience based on her provisional experience in the subject title and her college credits and would need an additional two years and eight months of relevant experience to establish eligibility. Any relevant experience she gained as a Principal Clerk Typist would be "out-of-title-work." However, the Superintendent of the Burlington County Park System has verified that she has performed the required out-of-title duties since May 2008. Additionally, the examination was cancelled due to a lack of qualified applicants and the appellant continues to serve provisionally in the title under test. 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 the appeal be granted, the examination cancellation be rescinded, and the appellant's application be processed for prospective employment opportunities only.

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 30th DAY OF JULY, 2014



Robert M. Czech
Chairperson
Civil Service Commission

Inquiries
and
Correspondence

Henry Maurer
Director
Division of Appeals and Regulatory Affairs
Civil Service Commission
Written Record Appeals Unit
P.O. Box 312
Trenton, New Jersey 08625-0312

Attachment

c: Carrie Gregory
Paul Drayton
Dan Hill
Joseph Gambino

NEW JERSEY CIVIL SERVICE COMMISSION
 COUNTY AND MUNICIPAL GOVERNMENT SERVICES
PROMOTIONAL ANNOUNCEMENT



\$25.00 PROCESSING FEE REQUIRED
 Make Check/Money Order Payable to NJCSC

SYMBOL: PC0004S

WEIGHT CODE: *

TITLE: ADMINISTRATIVE ASSISTANT 3

SALARY: \$37,020.00 - \$63,661.00

ISSUE DATE: January 01, 2014

CLOSING DATE: January 21, 2014

TITLE CODE: 59903/ APRCR7

JURISDICTION CODE: T03000047

JURISDICTION: BURLINGTON COUNTY

DEPARTMENT: RESOURCE CONSERVATION

RETURN COMPLETED APPLICATIONS TO: **ONLY ON LINE APPLICATIONS
 WILL BE ACCEPTED
 FOR THIS ANNOUNCEMENT**

Open to employees in the competitive division who have an aggregate of one year of continuous permanent service as of the closing date in any competitive title and meet the requirements listed below:

Education: Graduation from an accredited college or university with a Bachelor's degree. You must indicate either possession of a degree or total number of college credits completed to date on your application. (Foreign degrees/ transcripts must be evaluated by a recognized evaluation service.) Failure to do so will result in rejection from the examination process.

Applicants who do not possess the required education may substitute, in addition to the required experience indicated below, applicable experience on a year for year basis, with thirty (30) semester hour credits being equal to one (1) year of experience.

Experience: One (1) year of experience in a business or government agency providing administrative support services and/or coordinating work activities.

License: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle rather than employee mobility, is necessary to perform the essential duties of the position. The responsibility for ensuring that employees possess the required motor vehicle license, commensurate with the class and type of vehicles they operate, rests with the Appointing Authority.

NOTE: As of December 1, 2013, applications must be completed and submitted by 4:00 pm on the closing date.

IMPORTANT INFORMATION

1. NJAC 4A:4-2.6 states that all requirements listed must be met as of the closing date, including assignment to jurisdiction/department, and satisfying the permanent status requirement.
2. **YOU MUST COMPLETE YOUR APPLICATION IN DETAIL.** Your score may be based on a comparison of your credentials with the job requirements. Failure to complete your application properly may lower your score or cause you to fail.
3. This examination is open to full-time and part-time permanent employees. If an employment list results from this announcement, it may be certified to fill both full-time and part-time positions. If 35- and 40-hour positions are used within the department, the resulting list may be used to fill either work week position.
4. NJAC 4A:4-1.5 states that any employee who is serving on a provisional basis and who fails to file for and take an examination which has been announced for his/her title SHALL BE SEPARATED FROM THE PROVISIONAL TITLE.
5. In accordance with Public Law 2010 c.26, Veterans pay a reduced application fee of \$15.00 if they have previously established Veterans Preference with the DMAVA (as defined by N.J.S.A. 11A:5-1 et seq.), or your claim is approved by DMAVA at least 8 days prior to the issuance of this eligibility list. PLEASE NOTE THIS REDUCED FEE DOES NOT APPLY TO PUBLIC SAFETY TITLES. (i.e. Police, Fire, Corrections and Sheriff).
6. **SAVE ON POSTAGE! GO PAPERLESS! RECEIVE IMMEDIATE CONFIRMATION THAT YOUR APPLICATION HAS BEEN RECEIVED!** You can now file an application for this examination on-line. Visit the Civil Service Commission website at <http://info.csc.state.nj.us/epoa>. Select the promotional announcement and click on the link, "Click Here to file Online" at the top of the announcement. **You can now complete and submit your application and payment on-line to the Civil Service Commission and you will receive an immediate receipt confirmation!**

DPF-256A * Revised 03/09