

B-44



STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION
OF THE
CIVIL SERVICE COMMISSION

In the Matter of Tracie N. Harris,
Administrative Analyst 2 (PS2500K),
Department of Children and Families

CSC Docket No. 2013-2230

Examination Appeal

ISSUED: **JUL 31 2014** (BS)

Tracie N. Harris appeals the determination of the Division of Selection Services which found that she did not meet the requirements for the promotional examination for Administrative Analyst 2 (PS2500K), Department of Children and Families.

The promotional examination at issue was announced with education and experience requirements which had to be satisfied as of the announced closing date of January 22, 2013. Specifically, applicants were required to possess a Bachelor's degree from an accredited college or university plus three years of experience involving the review, analysis, and evaluation of budget, organization, administrative practices, operational methods, management operations, or data processing applications, or any combination thereof, which should have included responsibility for the recommendation, planning, and/or implementation of improvements in a business or government agency. The promotional examination announcement also stipulated that applicants who did not possess the required education could substitute additional experience as indicated on a year-for-year basis with 30 semester hour credits being equal to one year of experience. Additionally, a Master's degree from an accredited college or university in Public Administration, Business Administration, Economics, Finance, or Accounting could be substituted for one year of the required experience. Records indicate that a promotional eligible list promulgated on February 7, 2013 containing the names of two qualified applicants.

The appellant filed an application on which she indicated that she possessed a Bachelor's degree plus experience as a provisional Administrative Analyst 2 (10/07 to the closing date), Family Service Specialist 2 (10/02 to 9/07), and Family Service Specialist Trainee (10/01 to 9/02). The Division of Selection Services concluded that, even though the appellant was serving as a provisional Administrative Analyst 2, she was not performing duties associated with that title. None of her remaining positions involved responsibilities in the required areas. Consequently, the Division of Selection Services found the appellant ineligible for the subject promotional examination.

On appeal, the appellant argues that she satisfies the subject requirements. In this regard, the appellant asserts that she has been involved in overseeing contracts, service delivery, utilization, strategic planning, statistical outcomes, and specialized treatment needs of children while serving as a provisional Administrative Analyst 2. Also, she provides treatment recommendations for case management entities that sought assistance in treatment services for children with mental health and behavioral challenges. Additionally, she asserts that she performed similar duties while serving in the Family Service Specialist series.

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, although the appellant satisfied the educational requirement, she did not possess any applicable experience. In this regard, none of the positions listed and described by the appellant on her application, including her time serving as a provisional Administrative Analyst 2, involved any responsibilities in the review, analysis, and evaluation of budget, organization, administrative practices, operational methods, management operations, or data processing applications as required of the subject position. Consequently, the appellant does not satisfy the experience requirements for the subject promotional examination. Based on the appellant's own description of her duties on her original application and on appeal, it appears that the primary focus of her responsibilities is case work management rather than Administrative Analyst work as required. Accordingly, the Civil Service Commission is directing the Division of Classification and Personnel Management to conduct a classification review as soon as possible to determine the appellant's proper classification.

Accordingly, a thorough review of all material presented indicates that the determination of the Division of Selection Services, that the appellant did not meet the announced requirements for eligibility by the examination closing date, is amply

supported by the record. Thus, the appellant has failed to support her burden of proof in this matter.

ORDER

Therefore, it is ordered that this appeal be denied. Further, it is ordered that the Division of Classification and Personnel Management to conduct a classification review as soon as possible to determine the appellant's proper classification.

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**

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