

B-42



STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION  
OF THE  
CIVIL SERVICE COMMISSION

In the Matter of Mary Lee Van  
Hooker, Fiscal Officer, (C0033S),  
Sussex County

Examination Appeal

CSC Docket No. 2014-2870

ISSUED: JUL 30 2014 (SLK)

Mary Lee Van Hooker appeals the determination of the Division of Selection Services (Selection Services) that she did not meet the education requirement for the open competitive examination for Fiscal Officer, (C0033S), Sussex County.

The examination at issue was announced with specific requirements that had to be met as of the January 9, 2014 closing date (see attached). Three individuals applied for the examination, and two were deemed eligible. Certification OL140596 was issued on May 12, 2014 containing the names of the two eligibles and is still pending. The list expires on May 7, 2017.

Ms. Van Hooker indicated on her application that she graduated with a Bachelor's degree from Caldwell College. Ms. Van Hooker also indicated that she was provisionally serving in the title under test from December 2013 to the January 9, 2014 closing date, an Administrative Assistant to the Business Administrator for Sussex Wantage Board of Education from September 2011 to November 2013, a Supervisor of Accounts for Sussex County from June 2006 to August 2011, a Controller/Office Manager for R&J Advertising from October 2002 to October 2005, a Manager of Finance for Point of Purchase Advertising from November 1994 to March 1996, a Controller for Yorx Electronics from August 1991 to November 1994, an Account Manager for AIWA America, Inc. from January 1989 to August 1991, a Financial Analyst for Yugo America from January 1988 to December 1988, and an Accounting Supervisor for American Cyanamid Company from August 1979 to December 1987. Selection Services credited Ms. Van Hooker for her experience and

her Bachelor's degree and 15 accounting credits, but determined that she lacked six credits in accounting.

On appeal, Ms. Van Hooker re-submits her transcript from Caldwell College indicating that she has taken 21 accounting credits including Accounting I, Accounting II, Cost Accounting, Federal Income Taxes, Intermediate Accounting I, Economics I, and Economics II (transfer credits from Katharine Gibbs School). She also attaches the current curriculum from Caldwell College to support her claim. Further, she submits her transcript from Rutgers University which indicates that she has taken three courses toward the completion of becoming a Certified Municipal Financial Officer and she anticipates restarting those classes in September 2014. She highlights that her resume indicates that she has more than five years of supervisory financial management experience involving accounting, budgeting, auditing, financial analysis, and reporting. Therefore, she asserts that her experience far exceeds the required experience. She notes that she has been provisionally serving in the subject title since December 2013.

## CONCLUSION

*N.J.A.C.* 4A:4-2.3(b)2 requires applicants to possess all the requirements specified in an announcement for an open competitive examination by the closing date. Further, *N.J.A.C.* 4A:1-1.2(c) states that the Civil Service Commission (Commission) may relax a rule for good cause in order to effectuate the purposes of Title 11A, New Jersey Statutes.

Initially, Selection Services correctly determined that the appellant was not eligible for the subject examination. As of the announced closing date, Ms. Van Hooker only had 15 credits in accounting from an accredited college or university and needed an additional six accounting credits. However, although Ms. Van Hooker lacked six of the 21 required accounting credits, the Commission finds that the totality of her college education, her classes toward becoming a Certified Municipal Finance Officer, her provisional experience in the subject title, and her supervisory financial management experience as far back as August 1991 are acceptable to meet the education requirements for the subject examination. *See In the Matter of Meg-Anne McCarthy* (MSB, decided August 11, 2004) (Totality of experience, Bachelor's degree in Food and Nutrition, and Master's degree in Health Administration acceptable for required Master's degree in a nutrition specialty). Additionally, the subject list is incomplete, as it only contains the names of the two eligibles and Ms. Van Hooker continues to serve provisionally in the title under test. Accordingly, the Commission is satisfied that the totality of her varied levels of experience and education, including her provisional experience in the title under test, warrants her admission to the subject examination. Further, admitting the appellant to the subject examination will provide the appointing authority with an eligible list so that it can make a permanent appointment.

ORDER

Therefore, it is ordered that this appeal be granted, 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 30<sup>th</sup> DAY OF JULY, 2014



Robert M. Czech  
Chairperson  
Civil Service Commission

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and  
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Henry Maurer  
Director  
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P.O. Box 312  
Trenton, New Jersey 08625-0312

Attachment

c: Mary Lee Van Hooker  
John Eskilson  
Dan Hill  
Joseph Gambino



## Job Announcements

[← back](#)

printable version

Symbol: C0033S

Title: FISCAL OFFICER

Issue Date: 12/19/2013

Closing Date: 01/09/2014

Jurisdiction: SUSSEX COUNTY

Salary: \$43,693.00 - \$73,097.00 Per Year

Num. of Positions: 1

Workweek: 35 Hours per week

Application Fee: \$25.00

### OPEN TO RESIDENTS OF:

Sussex County

### REQUIREMENTS:

**EDUCATION:** Graduation from an accredited college or university with a Bachelor's degree and twenty-one (21) semester hour credits in accounting. Please submit a copy of your transcript with your application. Failure to do so will result in ineligibility.

**NOTE:** Applicants who have satisfactorily completed twenty-one (21) semester hour credits in professional accounting courses at an accredited college or university may substitute additional experience as described below for the remainder of the education requirement on the basis of one (1) year of such experience for each year of college.

**NOTE:** Possession of a current, valid certificate as a Registered Municipal Accountant or Certified Public Accountant issued by the New Jersey State Board of Accountants or as a Certified Municipal Finance Officer issued by the New Jersey Department of Community Affairs, Division of Local Government Services may be substituted for the above education requirement. If you are substituting a certificate for the required education, please submit a copy of your certificate with your application. Failure to do so will result in ineligibility.

**EXPERIENCE:** Five (5) years of supervisory financial management experience involving accounting, budgeting, auditing, and financial analyses and reporting.

**NOTE:** Graduation from an accredited college or university with a Master's degree in Accounting, Finance, Public Administration, or Business Administration may be substituted for one (1) year of the above experience. If you are substituting education for some of the required experience, please submit a copy of your transcript with your application. Failure to do so will result in ineligibility.

**Foreign transcripts must be evaluated by a recognized evaluation service. Please submit a copy of your evaluation with your application. Failure to do so will result in ineligibility.**

**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 essential duties of the position.

### SPECIAL NOTE:

This announcement may be tested via the Management Test Battery, a computer-administered exam. For information regarding the Management Test Battery, please refer to our website [www.state.nj.us/csc](http://www.state.nj.us/csc).

### IMPORTANT INFORMATION:

1. NJAC 4A:4-2.3(b) states that all requirements must be met as of the closing date.
2. Online applications must be completed and submitted by the closing date listed above.
3. **You must complete your application in detail.** Your score may be based on a comparison of your background with the job requirements. **Failure to complete your application properly may lower your score or cause you to**

fail.

4. If an employment list results from this announcement, it may be certified to fill full-time and part-time positions.
5. Effective September 1, 2011, the New Jersey First residency law was enacted. Please [click here](#) for additional information.
6. In accordance with Public Law 2010 c. 26, Veterans pay a reduced application fee of \$15.00 if they have previously established Veteran's Preference with the DMAVA (as defined by NJSA 11A:5-1 et seq) or their claim is approved by DMAVA at least 8 days prior to the issuance of the eligibility list. Please note this reduced fee does not apply to Public Safety titles.
  - Read Description of Job and Specification: **01857**
  - [Click here to apply via the Online Application System](#)

[↶](#) back

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