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STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION
OF THE
CIVIL SERVICE COMMISSION

In the Matter of Tabitha Heisler,
Contract Administrator 2 (PS7541K),
Department of Human Services

Examination Appeal

CSC Docket No. 2014-3043

AUG 01 2014

ISSUED:

(WR)

Tabitha Heisler appeals the determination of the Division of Selection Services (Selection Services) which found that she was below the minimum requirements in experience for the promotional examination for Contract Administrator 2 (PS7541K), Department of Human Services.

The subject examination was announced with a closing date of January 21, 2014 and was open to employees who possessed a Bachelor's degree and three years of experience in work involving contract/grant work, project financing, construction management, fiscal administration, social services administration, and/or budget and management operations of a government or business entity, at least one of which shall have involved responsibility for some aspect of contract/grant administration. Applicants were permitted, in part, to substitute a Master's degree in Accounting, Finance, Business Administration, Public Health, Public Administration, Hospital Administration, or Social Work (with concentrations in Health, Administration, or Social Policy) for one year of the basic experience. Agency records indicate that the eligible list containing the name of one individual promulgated on May 22, 2014 and expires on May 21, 2017. A certification was issued May 23, 2014, from which the one eligible was appointed on June 4, 2014.

On her application, the appellant indicated she possessed a Bachelor's degree and a Master's of Business Administration (MBA). She also indicated, in relevant part, that she was employed as a Contract Administrator 2 from August 2013 to the closing date; a Program Support Specialist 3 from January 2013 to August 2013; a Fiscal Analyst, Contracts from September 2012 to January 2013; a "Vendor Manager/Contract Administrator" from April 2010 to August 2010; and a "CFI Flow

Business Unit Controller” from September 2007 to August 2008.¹ Per the education substitution clause, the appellant was credited with one year of general experience for her MBA. Selection Services further credited the appellant with 11 months of specific experience for her experience as a Contract Administrator 2 and a “Vendor Manager/Contract Administrator.” Selection Services credited the appellant with two years and 10 months of general experience in these titles. However, it determined that the contract administration duties the appellant listed as having performed as a Fiscal Analyst, Contracts was out-of-title work. Accordingly, Selection Services determined that the appellant possessed the three years of general experience, but lacked one month of the specific experience. Thus, it found her ineligible for the subject examination.

On appeal, the appellant states that she was found eligible for the open competitive Contract Administrator 2 (S0029R), Statewide examination. She posits that she may have been found ineligible for the subject examination because she did not provide enough information about the duties she performed in the titles she listed on her application. Accordingly, the appellant provides more information about the duties she performed in the titles she listed on her application. In support of her appeal, the appellant submits a notification of her eligibility for the Contract Administrator 2 (S0029R), Statewide examination and a copy of her resume.

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 eligibility requirements or for credit in the examination process.

As of the January 21, 2014 closing date, Selection Services determined that the appellant possessed the required three years of general experience and 11 months of the required one year of specific experience. The record indicates that the eligible list for the subject examination has been exhausted since the only eligible has been appointed. Additionally, the record reveals that the appellant has served in the subject title provisionally since August 24, 2013 and, as of the date of this decision, continues to serve provisionally in that title. As such, good cause exists to accept the appellant’s out-of-title work experience, for eligibility purposes only, and to admit her to the subject examination.

¹ Agency records indicate that the appellant was provisionally appointed to the subject title, pending promotional examination procedures, effective August 24, 2013 and continues to serve in this title.

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 30th DAY OF JULY, 2014**



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Civil Service Commission**

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and
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