



STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION  
OF THE  
CIVIL SERVICE COMMISSION

In the Matter of Melissa Vanes,  
Assistant Supervisor of Accounts  
(PM2228R), Vineland Public Library

Examination Appeal

CSC Docket No. 2014-2394

ISSUED: ~~2014~~ 2014 (HS)

Melissa Vanes appeals the determination of the Division of Selection Services (Selection Services) which found that she did not meet the experience requirements for the promotional examination for Assistant Supervisor of Accounts (PM2228R), Vineland Public Library.

The subject examination announcement was issued with a closing date of December 21, 2013. The examination was open, in part, to employees who had an aggregate of one year of continuous permanent service as of the closing date in any competitive title and who possessed four years of experience involving the operation and maintenance of a system of accounts. It is noted that the appellant was the only applicant for the subject promotional examination, which was cancelled.

On her application, the appellant indicated she had served as a Library Assistant from December 1996 to December 1997; as a Senior Library Assistant from December 1997 to May 1999; as a Principal Library Assistant from June 1999 to July 2013; and as a provisional Assistant Supervisor of Accounts from July 2013 to December 2013. The appellant indicated that her major duties as a Principal Library Assistant included the following: preparing accounts payable and accounts receivable; reconciling bank accounts monthly; maintaining all records of each account; assisting in the preparation of year-end adjustments entries to balance accounts; preparing general ledgers; and reconciling and maintaining the petty cash account. Selection Services credited the appellant with six months of applicable experience based on her provisional service in the subject title. Selection Services

did not credit her with any applicable experience as a Principal Library Assistant since this work experience was deemed to be out-of-title. Therefore, she was found to be lacking three years and six months of creditable experience.

In support of this appeal, the appointing authority requests that the appellant's experience as a Principal Library Assistant be credited. Specifically, the appointing authority confirms that the appellant performed relevant out-of-title duties as a Principal Library Assistant since June 1999.

### CONCLUSION

*N.J.A.C. 4A:4-2.6(a)* provides that applicants shall meet all requirements specified in the promotional examination 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 may not use experience gained as a result of out-of-title work to satisfy eligibility requirements.

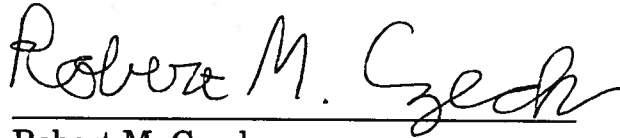
Selection Services correctly determined that the appellant was ineligible for the subject examination because she lacked three years and six months of creditable experience as of the December 21, 2013 closing date. The appellant's performance of applicable duties while serving in the title of Principal Library Assistant would be considered out-of-title work. Ordinarily, the Civil Service Commission (Commission) looks to whether or not "good cause" has been established in determining whether to grant or deny appeals involving out-of-title work. Generally, the Commission finds good cause where the record evidences that the examination situation is not competitive, no third parties are adversely impacted, and the appointing authority wishes to effect a permanent appointment and verifies that the appellant has performed the relevant duties which otherwise satisfy the eligibility requirements. *See In the Matter of John Cipriano, et al.* (MSB, decided April 21, 2004). In this particular situation, the record evidences that the examination situation is not competitive as the examination was cancelled, and therefore no third parties are adversely impacted. The appointing authority has indicated that the appellant performed applicable out-of-title duties while serving in the title of Principal Library Assistant since June 1999. This represents approximately 14 additional years of experience. As such, good cause exists to accept the appellant's out-of-title work experience, for eligibility purposes only, and admit her to the examination.

### ORDER

Therefore, it is ordered that this appeal be granted, the cancellation of the examination 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 30<sup>TH</sup> DAY OF JULY 2014



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