



STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION
OF THE
CIVIL SERVICE COMMISSION

In the Matter of Scott Weed,
Administrative Analyst 2 (Data
Processing) (PS1513H), Department
of Health

Examination Appeal

CSC Docket No. 2014-2416

ISSUED: **AUG 14 2014** (HS)

Scott Weed appeals the determination of the Division of Selection Services (Selection Services), which found that he did not meet the experience requirement for the promotional examination for Administrative Analyst 2 (Data Processing) (PS1513H), Department of Health (DOH).

The subject examination was announced with a closing date of September 21, 2013. The examination was open, in part, to employees in the non-competitive division who had an aggregate of one year of continuous permanent service as of the closing date, who were serving in the title of Information Technology Specialist and who met the listed requirements. The listed requirements included a Bachelor's degree and three years of experience in work involving the review, analysis and evaluation of organization and administrative practices to determine the need for revision or implementation of data processing systems in a large business or government agency. Applicants who did not possess the required education could substitute experience as indicated on a year-for-year basis. A Master's degree in Public Administration, Business Administration, Economics, Finance or Accounting could be substituted for one year of the required experience. The subject examination was cancelled due to a lack of qualified applicants.

On his application, the appellant indicated possession of a Bachelor's degree. He listed his experience as an Information Technology Specialist from July 2012 through the closing date, Information Technology Specialist 2 from October 2010

through July 2012¹ and Technical Assistant Contract Management from October 2009 through October 2010 with DOH; and as a Finance Director/IT Director with Weed Chevrolet from June 1984 through March 2009. Selection Services credited the appellant for his Bachelor's degree. However, the appellant was not credited with any applicable experience. Specifically, Selection Services determined that the appellant's experience as an Information Technology Specialist did not have, as its primary focus, the subject experience requirement and that its primary focus was in the area of network administration. His experience in the positions of Information Technology Specialist 2 and Technical Assistant Contract Management was determined to have, as its primary focus, technical support. Finally, the appellant's experience as the Finance Director and IT Director of Weed Chevrolet was determined not to have the subject experience requirement as its primary focus.

On appeal, the appellant argues that his experience as the Finance Director/IT Director and as an Information Technology Specialist is applicable. Specifically regarding his Finance Director/IT Director position, the appellant states that he was a member of the information processing team. He asserts that he developed data; developed data collection, processing and evaluation methodologies; and analyzed methodologies to meet or change business practices. He elaborates on his duty to evaluate company operating systems in comparison to "shelf" software to determine up-to-date programming techniques to increase operational effectiveness and notes that his analysis of various software packages could have resulted in changes to procedures, practices and data processing systems. In addition, he elaborates on his duty to train employees on current information technology and non-information technology security measures to protect from theft or identity breaches via computer or other mechanisms, implement safeguards relating to the Gramm-Leach-Bliley Act and ensure employee compliance with legal restrictions. Regarding his Information Technology Specialist position, the appellant elaborates on his duties to configure Secure File Transfer Protocol connections with medical facilities and to implement and configure a wireless infrastructure. The appellant also submits his resume, which lists several duties primarily of a technical nature for his positions of Finance Director/IT Director and Information Technology Specialist, respectively.

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. Applicable experience has as its primary focus the duties and responsibilities

¹ Agency records indicate that the appellant served in the title of Technical Support Specialist 2 on an interim basis from August 2010 to October 2010 and on a provisional basis from October 2010 to June 2012.

required for the title under test. *See In the Matter of James L. Walsh* (MSB, decided March 15, 1988).

Initially, it is noted that Selection Services correctly determined that the appellant was not eligible for the subject examination. The appellant was required to possess three years of applicable experience. However, a review of the appellant's application reveals that he did not possess the required experience.

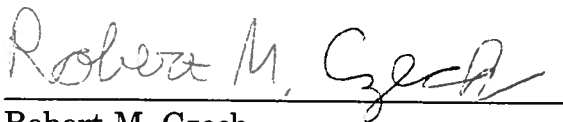
On appeal, the appellant asserts that his experience as an Information Technology Specialist and Finance Director/IT Director is applicable and therefore, he possesses sufficient experience. However, in order for experience to be considered applicable, it must have as its primary focus full-time responsibilities in the areas required in the announcement. *See In the Matter of Bashkim Vlashi* (MSB, decided June 9, 2004). The amount of time, and the importance of the duty, determines if it is the primary focus. An experience requirement that lists a number of duties which define the primary experience, requires that the applicants demonstrate that they primarily performed all of those duties for the required length of time. Performance of only one or some of the duties listed is not indicative of comprehensive experience. *See In the Matter of Jeffrey Davis* (MSB, decided March 14, 2007). In the instant matter, the positions of Information Technology Specialist and Finance Director/IT Director do not have, as the primary focus, the review, analysis and evaluation of organization and administrative practices to determine the need for revision or implementation of data processing systems in a large business or government agency. Rather, those positions primarily focus on network administration and technical responsibilities. Accordingly, the record reflects that the appellant did not meet the requirements for the title under test, and there is no basis to disturb the decision of the Division of Selection Services.

ORDER

Therefore, it is ordered that this appeal be denied.

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 13TH DAY OF AUGUST, 2014



Robert M. Czech
Chairperson
Civil Service Commission

Inquiries
and
Correspondence

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

c. Scott Weed
Loreta Sepulveda
Dan Hill
Joseph Gambino