

CSC  
B-36



STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION  
OF THE  
CIVIL SERVICE COMMISSION

In the Matter of Ericka Campbell-  
Grimes, Assistant Buyer (PS2824K),  
Department of Human Services

Examination Appeal

CSC Docket No. 2014-2562

ISSUED: ~~SEP~~ 18 2014 (HS)

Ericka Campbell-Grimes appeals the determination of the Division of Selection Services (Selection Services), which found that, per the substitution clause for education, she did not meet the experience requirement for the promotional examination for Assistant Buyer (PS2824K), Department of Human Services (DHS).

The subject examination was announced with a closing date of October 21, 2013 and was open to employees in the competitive division who had an aggregate of one year of continuous permanent service as of the closing date in any competitive title and who met the listed requirements. The listed requirements included a Bachelor's degree and one year of experience in the large scale purchase of commodities, equipment and supplies. 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. The eligible list promulgated on April 24, 2014 and expires on April 23, 2017. There are no active eligibles on the list.

Since the appellant did not indicate possession of a Bachelor's degree on her application, she was required to possess five years of the indicated experience per the substitution clause. On her application, the appellant indicated possession of 24 semester hour credits. She also listed her experience as a Purchasing Assistant with DHS from July 2010 through the closing date; as a Senior Clerk Typist with DHS from March 2005 through February 2010; as a Clerk Typist with the State of New Jersey Distribution Center from June 2004 through March 2005; as a

Personnel Assistant/Program Coordinator with True Life Center from February 2002 through June 2004; and as an Office/Human Resource Manager with Carnegie Executive Center from January 1989 through April 2001. As an Office/Human Resource Manager, she supervised a shared office space facility with 54 companies; supervised clerical staff over the purchase of furniture, commodities and office equipment; supervised staff evaluations, increases and grievances; interviewed, hired and terminated staff; took charge of payroll, personnel records, leaves and vacations; showed office space and prepared offices for prospective tenants; reviewed and negotiated 54 contracts; assisted the construction management team on new construction and changes; provided assistance for brokers, architects and building inspectors; and managed accounts payable and receivable. In the description of her duties with Carnegie Executive Center, the appellant noted that she also served as Receptionist from January 1989 to June 1989 and as Assistant Manager from June 1989 to October 1991. Selection Services credited the appellant with nine months of experience based on her possession of 24 semester hour credits and three years and four months of experience based on her service as a Purchasing Assistant. None of the appellant's other experience was found to be applicable. Therefore, she was determined to be lacking 11 months of experience.

On appeal, the appellant states that she has been a Purchasing Assistant for over two years. The appellant argues that she has many years of relevant experience as an Office Manager and Assistant Manager at the Carnegie Executive Center. In this regard, she submits an October 20, 1991 memorandum from management apprising the appellant of her promotion to Office Manager and informing her of her "primary" responsibility to ensure that the shared office facility has the requested furniture, phones and supplies. That memorandum further lists her responsibilities for final approval of "large purchases of furniture, commodities and office equipment for all 54 offices" and final approval on quotes and bids on all vendors. The appellant also submits a June 5, 1989 memorandum indicating the appellant's promotion to Assistant Manager and listing the following responsibilities: working directly with all vendors and contractors on quotes and bids; keeping track of the purchases of furniture, commodities and office equipment for all 54 offices; backing up the receptionist when needed; and assisting the Office Manager with other duties as needed. Additionally, the appellant maintains that she possesses many years of experience working on contractual matters and negotiating agreements; knowledge of methods used to collect and analyze data; and the ability to negotiate mutually acceptable resolutions. Finally, the appellant notes that she has been admitted to other examinations for the subject title.<sup>1</sup>

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<sup>1</sup> Agency records indicate she was admitted to two other examinations for the title of Assistant Buyer, symbols PS7390K and S0384S.

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

Initially, with regard to the appellant's argument that she was found eligible for other examinations for the same title, it is noted that eligibility is determined on the basis of each discrete announcement.

Selection Services correctly determined that the appellant was not eligible for the subject examination. The appellant was appropriately credited for her service as a Purchasing Assistant and her 24 semester hour credits. However, a review of her application reveals that she lacked 11 months of experience.

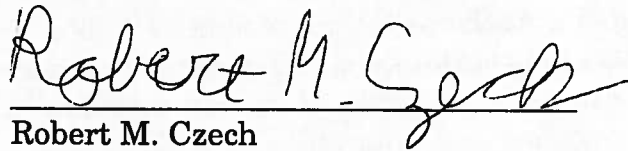
On appeal, the appellant asserts that her experience with the Carnegie Executive Center as an Office Manager and Assistant Manager is applicable and therefore, she possesses sufficient experience. In order for experience to be considered applicable, it must have as its primary focus full-time responsibilities 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 appellant provides clarifying information regarding her duties as an Office Manager. Such clarifying information is permitted pursuant to *N.J.A.C.* 4A:4-2.1(g). Specifically, the appellant submits an October 20, 1991 memorandum from management informing the appellant of her "primary" responsibility as Office Manager to ensure that the shared office facility has the requested furniture, phones and supplies and noting her responsibility for the final approval of "large purchases of furniture, commodities and office equipment for all 54 offices." Given that the memorandum clarifies that the appellant primarily performed the duties required for the subject title as an Office Manager from approximately November 1991 through April 2001, this experience is applicable. Accordingly, the appellant meets the experience requirement for the subject examination.

**ORDER**

Therefore, it is ordered that this appeal be granted 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 17<sup>TH</sup> DAY OF SEPTEMBER, 2014



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