

B-45



STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION  
OF THE  
CIVIL SERVICE COMMISSION

In the Matter of Ryan Reilly,  
Business Manager (PC0312S),  
Ocean County

CSC Docket No. 2015-283

Examination Appeal

(CORRECTED)

ISSUED: **OCT 22 2014** (RE)

Ryan Reilly appeals the determination of the Division of Selection Services which found that he did not meet the minimum experience requirements for the promotional examination for Business Manager (PC0312S), Ocean County.

The subject promotional announcement was issued with a closing date of March 21, 2014 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 and who met the announced requirements. These requirements included graduation from an accredited college or university with a Bachelor's degree *and* two years of management experience which must have involved all of the following management functions:

1. setting program or organizational goals and objectives;
2. establishing organizational structure or determining the need for and developing plans for organizational changes;
3. setting policy for the organization or program managed by establishing program emphasis and priorities, and developing operating and procedural guidelines; and
4. directing the work of the organization or programs through subordinate levels of supervision.

Graduation from an accredited college or university with a Master's degree in Human Services Administration, Business Administration, Public Administration, Industrial Management, Industrial Engineering, Management Science, or in a program related to the organization, operation, administration, and control of private or public organizations could be substituted for one year of the indicated

experience. The appellant was found to be below minimum requirements in experience. As there were no eligible applicants, the examination was cancelled on August 8, 2014.

Mr. Reilly possesses a Bachelor's degree, and a Master's degree in Public Administration. Therefore, he was required to possess one year of experience. He listed three positions on his application, two positions as a Program Specialist 3, one in the Ocean County Department of Human Services and one in the Ocean County Department of Transportation Services, and a position as Program Development Specialist 1 in the Ocean County Department of Human Services. He included a resume with two additional positions, his provisional position as a Business Manager and as a Case Manager for Ocean County Mental Health Services. He was credited with seven months of experience in his provisional position as a Business Manager in the Ocean County Department of Transportation Services, and was found to be lacking five months of qualifying experience. On appeal, the appellant states that he meets the minimum requirements and elucidates his duties.

*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.

### CONCLUSION

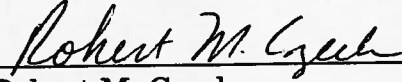
Initially, the appellant was correctly denied admittance to the subject examination since he lacked five months of qualifying experience. His experience in his provisional position was applicable, but his remaining experience was not managerial. Nonetheless, the subject examination is non-competitive, with no eligibles. The appellant is still serving as a provisional appointee and he has accrued an additional six months of experience since the closing date in March 2014. Based on the particular circumstances presented, good cause has been established to relax the provisions of *N.J.A.C. 4A:4-2.6(a)* to accept the appellant's additional experience beyond the closing date and admit him to the 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**



**Robert M. Czech  
Chairperson  
Civil Service Commission**

**Inquiries  
and  
Correspondence**

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

**c: Ryan Reilly  
Keith Goetting  
Dan Hill  
Joseph Gambino**