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STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION
OF THE
CIVIL SERVICE COMMISSION

In the Matter of John Griffith,
Administrative Analyst 2 (Data
Processing) (PS1513H), Department
of Health

Examination Appeal

CSC Docket No. 2014-2432

ISSUED: **SEP 04 2014** (HS)

John Griffith 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 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 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 and a Master's degree in Information Systems. He also indicated that he had served as an Information Technology Specialist from November 2007 through the

closing date (September 2013)¹ and as an Analyst Trainee from August 2004 through November 2007.² The appellant indicated that as an Information Technology Specialist, he evaluated the efficiency and effectiveness of the SAGE Data Processing System and designed new forms that improved the system; as chief liaison between the DOH and outside vendors, provided guidance on the DOH's data processing needs to accomplish budget revisions, budget amendments and cost savings; prepared and analyzed statistical and financial reports via the accounting system detailing funds expended on currently encumbered grants; recommended appropriate actions and solutions; provided guidance to management and operating personnel; and developed new data processing forms used to determine appropriate 12-month advance payments for assigned division grantees funded by State or federal sources. The appellant indicated that as an Analyst Trainee, he completed a scanning system project by identifying necessary information, tools and research methods; performed studies of operating systems and provided recommendations for changes and improvements; developed and coordinated necessary documentation for RFPs; and created necessary workflow diagrams for implementation of a departmental information system. Based on the foregoing, Selection Services determined that although the appellant possessed the required Bachelor's degree, he did not possess any applicable experience.

On appeal, the appellant asserts that he possesses sufficient experience. The appellant presents that as a provisional Administrative Analyst 2 (Data Processing), he acts as a liaison concerning data processing needs; provides guidance in determining operating priorities for data processing requirements; analyzes operating reports to detect backlogs; initiates corrective measures to minimize process time; conducts training on appropriate utilization of new data processing system queries; prepares and analyzes statistical and financial reports and recommends solutions; and prepares narrative reports of findings and analysis on cost percentages, conclusions on cumulative costs and recommendations for cost savings. He also notes that he designed new data processing forms that resulted in improved efficiency. Additionally, the appellant includes a comparison between various duties he currently performs and various Examples of Work from the job specification for the subject title. Furthermore, he submits a copy of an April 2013 classification determination finding that the appropriate classification of his position is Administrative Analyst 2 (Data Processing), effective September 2012. Finally, the appellant argues that his Master's degree in Information Systems is applicable to the subject experience requirement.

¹ Agency records indicate that the appellant received a provisional appointment to the subject title effective September 2012, and he continues to serve in that capacity.

² Agency records indicate that the appellant served as an Analyst Trainee from August 2004 through July 2005; as a Clerk Typist from July 2005 through January 2006; and as a Senior Clerk from January 2006 through November 2007.

CONCLUSION

N.J.A.C. 4A:4-2.6(a)2 provides that applicants shall meet all requirements specified in the promotional examination announcement by the closing date. *N.J.A.C.* 4A:1-1.2(c) provides that a rule may be relaxed for good cause shown in a particular situation.

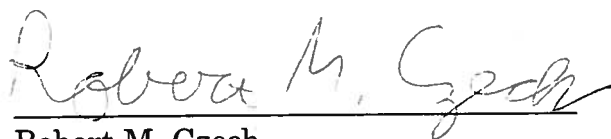
Initially, it is noted that Selection Services correctly determined that the appellant was not eligible for the subject examination. However, the record evidences that the examination situation is not competitive since the examination was cancelled due to a lack of qualified applicants. The clarifying information presented on appeal indicates that the appellant's provisional service as an Administrative Analyst 2 (Data Processing) is applicable experience, and therefore, he possessed one year of applicable experience as of the closing date for the examination. The appellant continues to serve in the title of Administrative Analyst 2 (Data Processing) after the closing date. Furthermore, based on the particular circumstances presented in this matter and the nature of the position, the appellant's Master's degree in Information Systems is acceptable substitution for one year of the required experience. Accordingly, the appellant's provisional service in the subject title before and after the closing date and his Master's degree provide him with the required experience, for eligibility purposes only. Therefore, good cause has been presented to relax the provisions of *N.J.A.C.* 4A:4-2.6(a)2 and permit the appellant's application to be processed.

ORDER

Therefore, it is ordered that this appeal be granted, the cancellation of the examination be rescinded and the appellant's application be processed. In so doing, the remedy provided herein is limited to the facts of this case and may not be used as precedent in any other matter.

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 3RD DAY OF SEPTEMBER, 2014



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