

B-47



STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION  
OF THE  
CIVIL SERVICE COMMISSION

In the Matter of Rossini Salerno,  
Administrative Secretary, Bilingual  
in Spanish and English (PM0007S),  
Vineland School District

Examination Appeal

CSC Docket Nos. 2014-3067

ISSUED: SEP 05 2014 (SLK)

Rossini Salerno appeals the determination of the Division of Selection Services (Selection Services) that she was below the minimum requirements in experience for the promotional examination for Administrative Secretary, Bilingual in Spanish and English (PM0007S), Vineland School District.

The examination at issue was announced with specific requirements that had to be met as of the January 21, 2014 closing date (see attached). Ms. Salerno was the only employee who applied for the subject examination that was cancelled due to a lack of qualified applicants.

Ms. Salerno indicated on her application that she was provisionally serving in the subject title from August 2013 to the January 21, 2014 closing date, a Principal Clerk Typist, Bilingual in Spanish and English from August 2011 to August 2013, a Principal Clerk Typist from August 2005 to August 2011, a Principal Clerk Typist, Bilingual in Spanish and English from August 1999 to August 2005, a Senior Clerk Typist, Bilingual in Spanish and English from July 1997 to July 1999, and a Clerk Typist from July 1996 to July 1997. A review of agency records indicates that she was provisionally serving in the subject title from August 2013 to the January 21, 2014 closing date, as a Keyboarding Clerk 3, Bilingual in Spanish and English from November 2000 to August 2013, as a Keyboarding Clerk 3 from August 2000 to November 2000, as a Keyboarding Clerk 2, Bilingual in Spanish and English from December 1997 to August 2000, as a Keyboarding Clerk 1, Bilingual in Spanish and English from May 1997 to August 1997, and as a Keyboarding Clerk 1 from July 1996 to May 1997. Selection Services

credited her with six months of the required experience based on her provisional experience in the subject title, but determined that the remainder of her experience was not applicable. Consequently, Selection Services determined that Ms. Salerno was lacking four years and six months of the required experience.

On appeal, Ms. Salerno states that she has worked in the Vineland Public Schools since 1996 where she started as a Clerk Typist and has worked her way up to being promoted to the Superintendent's secretary. She presents that she was the principal secretary at Vineland High School from 2011 to 2013, and due to budgetary cuts, the building administrator assigned the responsibility and duties of supervisory secretary to her. She indicates that she took on this role without the title to assist the school district for a continuous operational flow of the high school office. She highlights that she successfully assigned work, scheduled duties, and trained nine secretaries. She explains that although this transition could have been difficult, she believes that her experience and training in customer service helped her to handle the little resistance that she did receive in an appropriate manner and that the clerical staff was supportive in the end. She maintains that she has worked in customer service since age 14 and that her 18 years with the Vineland School District has polished her skills for the subject title. She submits her resume, a letter of support from the Executive Director of Personnel and appointing authority, a letter of reference from the Superintendent of Vineland Schools, job evaluations and letters of recognition, a copy of her Associate's degree and transcript, and a copy of professional development certificates in support of her appeal.

## CONCLUSION

*N.J.A.C.* 4A:4-2.6(a) provides that applicants shall meet all requirements specified in the promotional announcement by the closing date. Further, *N.J.A.C.* 4A:1-1.2(c) states that the Civil Service Commission (Commission) may relax a rule for good cause in order to effectuate the purposes of Title 11A, New Jersey Statutes.

Initially, Selection Services correctly determined that Ms. Salerno did not meet the required experience as of the January 21, 2014 closing date. However, although Ms. Salerno's experience does not precisely mirror the requirements contained in the announcement, the Commission is satisfied that the totality of her varied levels of experience as an Administrative Secretary, Bilingual in Spanish and English, as a Keyboarding Clerk 3, Bilingual in Spanish and English, as a Keyboarding Clerk 2, Bilingual in Spanish and English, and as a Keyboarding Clerk 1, Bilingual in Spanish and English as far back as May 1997 warrants her admission to the subject examination. Also, the appointing authority has submitted a letter in support of her appeal. Additionally, Ms. Salerno continues to serve provisionally in the title under test and the examination was cancelled due to a lack of qualified applicants. Therefore, under these circumstances, good cause exists to

relax the provisions of *N.J.A.C. 4A:4-2.6(a)* and accept the totality of Ms. Salerno's experience, including her provisional experience after the closing date, and admit her to the subject examination. Accordingly, admitting the appellant to the subject examination will provide the appointing authority with an opportunity to make a permanent appointment.

**ORDER**

Therefore, it is ordered that this appeal be granted, and the appellant's application be processed for prospective employment opportunities only.

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 DAY OF, 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

**Attachment**

c: Rossini Salerno  
Dr. Joseph Rossi  
Dan Hill  
Joseph Gambino

NEW JERSEY CIVIL SERVICE COMMISSION  
 COUNTY AND MUNICIPAL GOVERNMENT SERVICES  
**PROMOTIONAL ANNOUNCEMENT**



**\$25.00 PROCESSING FEE REQUIRED**  
 Make Check/Money Order Payable to NJCSC

SYMBOL: PM0007S	WEIGHT CODE: *
TITLE: ADMINISTRATIVE SECRETARY BILINGUAL IN SPANISH AND ENGLISH	SALARY: \$43,175.00 - \$55,000.00
ISSUE DATE: January 01, 2014	CLOSING DATE: January 21, 2014
TITLE CODE: 04750/ ARFR4	JURISDICTION CODE: C06140600
JURISDICTION: VINELAND	
DEPARTMENT: SCHOOL DISTRICT	

RETURN COMPLETED APPLICATIONS TO: **ONLY ON LINE APPLICATIONS  
 WILL BE ACCEPTED  
 FOR THIS ANNOUNCEMENT**

**Open to employees in the competitive division who have an aggregate of one year of continuous permanent service as of the closing date in any competitive title and meet the requirements listed below:**

Experience: Five (5) years of experience in the capacity of a secretary to an executive or administrative official in a public or private organization.

Note: Successful completion of a two (2) year program in secretarial science at an accredited college or university may be substituted for two (2) years of the above experience. You must attach a copy of your transcript or a list of the applicable courses and credits you have completed, to your application. If you attach a list of courses, you must provide the following information: course title, number of credits earned, name of accredited college/university, and course description. Failure to do so will result in rejection from the examination process.

Note: A qualifying stenography test (scored on a pass/fail basis) may be scheduled or administered during the interview process. If you have a current stenography proficiency certificate you should attach a copy to your application. Applicants who have taken a stenography test administered by the Civil Service Commission (CSC) or an approved representative of the CSC and have been issued a scoring report indicating a passing score, or a proficiency certificate, are not required to be tested again. Dictation will be given at the rate of 70 words per minute. Keyboards will be provided.

License: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle rather than employee mobility, is necessary to perform the essential duties of the position. The responsibility for ensuring that employees possess the required motor vehicle license, commensurate with the class and type of vehicles they operate, rests with the Appointing Authority.

Special Skill: Applicants must be able to read, write, speak, understand or communicate in English and Spanish sufficiently to perform the duties of the position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Candidates will be evaluated to determine their ability to communicate effectively in both English and Spanish.

NOTE: As of December 1, 2013, applications must be completed and submitted by 4:00 pm on the closing date.

**IMPORTANT INFORMATION**

1. NJAC 4A:4-2.6 states that all requirements listed must be met as of the closing date, including assignment to jurisdiction/department, and satisfying the permanent status requirement.
2. YOU MUST COMPLETE YOUR APPLICATION IN DETAIL. Your score may be based on a comparison of your credentials with the job requirements. Failure to complete your application properly may lower your score or cause you to fail.
3. This examination is open to full-time and part-time permanent employees. If an employment list results from this announcement, it may be certified to fill both full-time and part-time positions. If 35- and 40-hour positions are used within the department, the resulting list may be used to fill either work week position.
4. NJAC 4A:4-1.5 states that any employee who is serving on a provisional basis and who fails to file for and take an examination which has been announced for his/her title SHALL BE SEPARATED FROM THE PROVISIONAL TITLE.
5. In accordance with Public Law 2010 c.26, Veterans pay a reduced application fee of \$15.00 if they have previously established Veterans Preference with the DMAVA (as defined by N.J.S.A. 11A:5-1 et seq.), or your claim is approved by DMAVA at least 8 days prior to the issuance of this eligibility list. PLEASE NOTE THIS REDUCED FEE DOES NOT APPLY TO PUBLIC SAFETY TITLES. (i.e. Police, Fire, Corrections and Sheriff).
6. SAVE ON POSTAGE! GO PAPERLESS! RECEIVE IMMEDIATE CONFIRMATION THAT YOUR APPLICATION HAS BEEN RECEIVED! You can now file an application for this examination on-line. Visit the Civil Service Commission website at <http://info.csc.state.nj.us/epoa>. Select the promotional announcement and click on the link, "Click Here to file Online" at the top of the announcement. You can now complete and submit your application and payment on-line to the Civil Service Commission and you will receive an immediate receipt confirmation!

DPF-256A \* Revised 03/09