

CSC
B-11



STATE OF NEW JERSEY

In the Matter of Jagdishbha Darji,
Supervisor of Patients Accounts 2
(PS1744K), Department of Human
Services

FINAL ADMINISTRATIVE ACTION
OF THE
CIVIL SERVICE COMMISSION

Examination Appeal

CSC Docket No. 2014-2077

ISSUED: **18 2014** (EG)

Jagdishbha Darji appeals the determination of the Division of Selection Services that she did not meet the experience requirements for the promotional examination for Supervisor of Patients Accounts 2 (PS1744K), Department of Human Services.

The subject promotional examination was announced with specific requirements which had to be met as of the announced closing date of September 21, 2013 (see attached). It is noted that there were only two applicants for the subject examination, and the examination was cancelled after the appellant and the other applicant were both found ineligible for the examination.

A review of official records, in conjunction with the appellant's application, indicate that she has served provisionally in the subject title from March 2013 through the September 21, 2013 closing date of the examination, as an Accounting Assistant from June 2011 to March 2013, as a Head Teller/CSR from July 2006 to June 2011, and as a CSR/Teller from December 2002 to July 2006. In reviewing the appellant's application, the Division of Selection Services determined that her seven months of experience as a provisional appointee in the title under test and her one year and nine months of experience as an Accounting Assistant were applicable work experience for the subject examination. However, none of her other work experience was applicable. Thus, the appellant was found to be lacking eight months of experience.

On appeal, the appellant argues that she performed duties consistent with the requirements for the subject examination while serving in all of her titles. In addition, the appellant provides detailed descriptions of the duties she performed while serving as a provisional appointee in the subject title, as an Accounting Assistant and as a Head Teller/CSR. In all these titles she claims to have performed investigative work involving the collection and/or accounting of funds.

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. Additionally, *N.J.A.C.* 4A:4-6.3(b) provides that appellants have the burden of proof in examination and selection disqualification appeals. Further, *N.J.A.C.* 4A:1-1.2(c) provides that the Commission may relax a rule for good cause in a particular circumstance in order to effectuate the purposes of Title 11A, New Jersey Statutes.

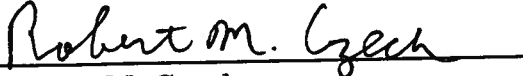
Initially, the Division of Selection Services correctly determined that the appellant did not demonstrate three years of relevant experience on her original application. However, the record indicates that the appellant has been serving provisionally in the title under test for more than eight additional months since the closing date of the examination and now possesses the required experience for the examination in question. Accordingly, since the examination was cancelled and admitting the appellant to the examination would enable the appointing authority to effect a permanent appointment, good cause exists to relax the provisions of *N.J.A.C.* 4A:4-2.6(a), and accept the appellant's provisional experience beyond the closing date for eligibility purposes only and admit her to the subject examination.

ORDER

Therefore, it is ordered that this appeal be granted, the examination cancellation be rescinded and Jagdishbha Darji'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 16TH DAY OF JULY, 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: Jagdishbha Darji
Brenda Baxter
Dan Hill
Joseph Gambino

NEW JERSEY CIVIL SERVICE COMMISSION-STATE SERVICE
PROMOTIONAL ANNOUNCEMENT



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

SYMBOL: **PS1744K**

WEIGHT CODE: *

TITLE: **SUPERVISOR OF PATIENTS ACCOUNTS 2**

SALARY: **\$50,644.00 - \$71,699.00**

ISSUE DATE: **September 01, 2013**

CLOSING DATE: **September 21, 2013**

TITLE CODE: **55863/UXRXR7**

CLASS CODE: **21**

DEPARTMENT: **HSR/HUMAN SERVICES**

UNIT SCOPE: **K435 DDD/Community Services, Southern Region**

APPLICATIONS MAY BE OBTAINED
 FROM AND MUST BE RETURNED 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:

Education: Graduation from an accredited college or university with a Bachelor's degree. You must indicate either possession of a degree or total number of college credits completed to date on your application. (Foreign degrees/ transcripts must be evaluated by a recognized evaluation service.) Failure to do so will result in rejection from the examination process.

Applicants who do not possess the required education may substitute, in addition to the required experience indicated below, applicable experience on a year for year basis, with thirty (30) semester hour credits being equal to one (1) year of experience.

Experience: Three (3) years of experience in investigation work involving the collection and/or accounting of funds.

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.

IMPORTANT INFORMATION

1. NJAC 4A:4-2.6 states that all requirements listed, including assignment to the department and unit scope, must be met as of the closing date.
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- and part-time permanent employees. If an employment list results from this announcement, it may be certified to fill full-time and part-time positions. If 35- and 40-hour positions are used within the unit scope, 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**
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/cpoa>. Select the promotional announcement and click on the link, "Click Here to file On-Line" 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!**
7. **SPECIAL NOTE TO ALL APPLICANTS** Please make sure you are assigned to the unit scope indicated above. If you do not know your unit scope assignment, please contact your Human Resource Office. If you file an application for this announcement and you are not assigned to the unit scope indicated above, **YOU WILL BE FOUND INELIGIBLE FOR THIS EXAM AND YOUR APPLICATION FEE WILL NOT BE REFUNDED.**

DPF-256A * Revised 03/09