



STATE OF NEW JERSEY

**FINAL ADMINISTRATIVE
ACTION OF THE
CIVIL SERVICE COMMISSION**

In the Matter of Ronald Champion,
Building Services Coordinator 3,
Department of Education

CSC Docket No. 2014-2909

Examination Appeal

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ISSUED: JUL 16 2014

(RE)

The Department of Education (DOE) requests that Ronald Champion's out-of-title work experience in the title Principal Industrial Assistant be accepted to qualify him for a prospective promotional examination for Building Services Coordinator 3.

By way of background, Mr. Champion's credentials were reviewed to determine if he satisfied the requirements for the position of Building Services Coordinator 3. In this regard, it is noted that the requirements for Building Services Coordinator 3 are two years of experience in property maintenance, including scheduling, coordinating, and expediting alteration, renovation and repair work. The Division of Selection Services (DSS) found that Mr. Champion was working out-of-title from May 2004 to January 2014, while serving as a Principal Industrial Assistant. This equates to nine years, nine months of out-of-title experience.

In its petition to the Civil Service Commission (Commission), DOE provides an extensive list of the major job responsibilities of the position and requests that Mr. Champion's out-of-title experience be accepted towards meeting the requirements of the Building Services Coordinator 3 examination.

N.J.A.C. 4A:4-2.6(c) provides that applicants for promotional examinations with open competitive requirements may not use experience gained as a result of out-of-title work to satisfy the requirements for admittance to the examination or for credit in the examination process, unless good cause is shown for an exception.

CONCLUSION

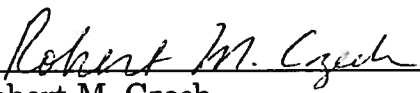
In the present matter, the appointing authority has stated that Mr. Champion has been performing out-of-title duties and DSS states that he has accrued at least nine years nine months of applicable experience when including out-of-title work in the Principal Industrial Assistant title. Additionally, Mr. Champion continues to perform the required out-of-title work. Under these circumstances, good cause is presented to accept Mr. Champion's out-of-title work in order to qualify him for any upcoming promotional examination for Building Services Coordinator 3.

ORDER

Therefore, it is ordered that this request be granted and Mr. Champion's applicable out-of-title experience be accepted on a year-for-year basis for a prospective promotional examination for the subject title. Mr. Champion is to provide a copy of this decision with the promotional application that he submits upon examination announcement. In addition, DSS should also accept applicable and documented out-of-title work experience from other promotional examination applicants.

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



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Civil Service Commission

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