

B-50



STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION  
OF THE  
CIVIL SERVICE COMMISSION

In the Matter of Rosaura Ingram,  
Personnel Assistant 4 (PS1735K),  
Department of Children and Families

Examination Appeal

CSC Docket No. 2014-2189

ISSUED: **JUL 17 2014** (SLK)

Rosaura Ingram appeals the determination of the Division of Selection Services (Selection Services) that she did not meet the experience requirements for the promotional examination for Personnel Assistant 4 (PS1735K), Department of Children and Families.

The subject examination was announced with specific requirements that had to be met as of the September 21, 2013 closing date (see attached). A total of seven employees applied for the subject examination that resulted in a list of three eligibles which expires on February 26, 2017. It is noted that one eligible was appointed from the list, one was removed for no longer being employed in the announced unit scope, and one was recorded as interested but not appointed.

On her application, the appellant indicated that she was a Technical Assistant Personnel from February 2013 to the September, 2013 closing date, a Personnel Aide 1 from March 2012 to February 2013, a Principal Clerk Typist from September 2006 to March 2012, a Technical Assistant Personnel from February 2006 to September 2006, a Technician, Management Information Systems from September 2004 to February 2006, a Computer Operator 3 from March 2002 to September 2004, a Computer Operator Assistant from November 2001 to March 2002, a Personal Lines Underwriter for Excel Insurance Services, Inc. from July 1994 to November 2001, and a Receptionist for Golden Scissors from September 1990 through February 1994. Selection Services credited the appellant with two years and three months of experience based on her service as a Technical Assistant

Personnel and Personnel Aide 1, but determined that the remainder of her experience was not applicable.

On the appeal, Ms. Ingram presents that she performed out-of-title duties as a Principal Clerk Typist between September 2006 and August 2011. In support of this contention, she submits copies of her Performance Evaluation System (PES) reviews as a Principal Clerk Typist. Ms. Ingram maintains that these illustrate that she has performed the duties which would make her eligible for the subject examination.

### 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. *N.J.A.C.* 4A:4-2.6(c) provides that, except when permitted for good cause, 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. *N.J.A.C.* 4A:4-6.3(b) provides that the appellant has the burden of proof in examination appeals.

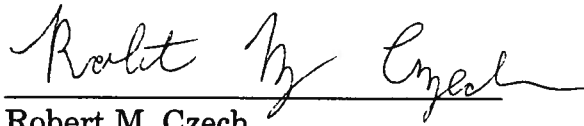
A review of the record indicates that Selection Services correctly determined that the appellant is not eligible for the subject examination. In accordance with the substitution clause, the appellant needed a total of five years of technical experience in a personnel program in order to qualify for the subject examination. The appellant was properly credited with two years and three months of experience for her service as a Technical Assistant Personnel and Personnel Aide 1. Therefore, she would need an additional two years and nine months of the required experience to qualify for the subject examination. Although the appellant argues that her experience as a Principal Clerk Typist provides her with the required experience, a review of the performance reviews she submitted on appeal confirms that she was primarily performing in-title clerical work. In this regard, in order for experience to be considered applicable, it must have as its primary focus full-time responsibilities in the areas required in the announcement. *See In the Matter of Bashkim Vlashi* (MSB, decided June 9, 2004). Therefore, there is no basis to disturb the decision of Selection Services. Accordingly, Ms. Ingram has not met her burden of proof in this matter.

### ORDER

Therefore, it is ordered that the appeal be denied.

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 16<sup>th</sup> 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: Rosaura Ingram  
Linda Dobron  
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: **PS1735K**

WEIGHT CODE: \*

TITLE: **PERSONNEL ASSISTANT 4**

SALARY: **\$42,791.00 - \$60,420.00**

ISSUE DATE: **September 01, 2013**

CLOSING DATE: **September 21, 2013**

TITLE CODE: **63252/ULRXR5**

CLASS CODE: **20**

DEPARTMENT: **CFA/CHILDREN AND FAMILIES**

UNIT SCOPE: **CF54 Human Resources**

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 meet the education requirement above may substitute additional experience as indicated below on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

**Experience:** One (1) year of technical experience in a personnel program of a public or private organization.

**Note:** A Master's degree in Business Administration, Personnel Administration, Public Administration, Management or other related field may be substituted for the year of experience. You must indicate the details of your Master's degree 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.

**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/epoa>. 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