

On appeal, Ms. Jones presents that in December 2013 she received her Certified Municipal Finance Officer certificate and has now satisfied the education requirement. Further, she represents that her responsibilities while serving provisionally in the subject title include hands-on involvement in the budget process including creating and managing current budget sheets for every department, direct correspondence with departments to ensure budget requests are accurately recorded, and assisting with the creation of the final budget documents. Additionally, Ms. Jones indicates that she manages all payroll and benefits including salary changes and retroactive payments, processes all daily receipts and works with different departments to ensure accurate accounting records are maintained, creates various resolution and ordinance documents, and reconciles some bank accounts.

CONCLUSION

N.J.A.C. 4A:4-2.3(b)2 requires applicants to possess all the requirements specified in an announcement for an open competitive examination by the closing date. *N.J.A.C.* 4A:4-6.3(b) provides that the appellant has the burden of proof in examination appeals.

In the instant matter, the appellant is not eligible for the examination. Ms. Jones' application indicates that she spent two hours a week as a Bookkeeper for the United Methodist Church from May 5, 2010 until the October closing date and that she does not supervise any staff in this position. She also indicates that while serving provisionally in the subject title from May 2013 to the October 2013 closing date, she does not supervise any staff. In other words, she does not have four years of full-time supervisory experience in financial management. Additionally, the appellant's Bachelor's degree is not in one of the required areas and she earned the substitute for the education requirement, a certificate as a Municipal Finance Officer, after the closing date. Consequently, Selection Services correctly determined that the appellant did not meet either the experience or the education requirements.

Moreover, the Civil Service Commission notes that even though Ms. Jones is provisionally serving in the title under test, Selection Services did not credit her with any applicable experience for this position. In this regard, the definition section of the job specification for Assistant Director of Finance states:

Assists the Director of Finance in planning, directing, and administering work pertaining to the management of financial resources of an entire municipality, county, or autonomous agency; does other related duties as required.

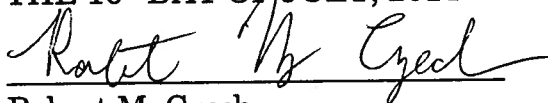
Significantly, Ms. Jones indicated that she does not supervise any employees although the subject title requires four years of supervisory experience in functional areas of financial management. Further, the duties that the appellant describes for her provisional position do not appear to be consistent with an Assistant Director of Finance classification. Therefore, since it appears that Ms. Jones may not be performing the duties of an Assistant Director of Finance, it is appropriate to refer the matter of the classification of her provisional position to the Division of Classification and Personnel Management (CPM) for review. Further, the disposition of certification OL140403 shall be stayed until such time as the matter of Ms. Jones' position classification is resolved by CPM. If CPM determines that the duties of Ms. Jones' position are consistent with an Assistant Director of Finance duties, the appointing authority shall properly dispose certification OL140403 within 30 days of CPM's classification determination. However, if CPM determines that Ms. Jones' position is misclassified, the appointing authority shall effect the proper classification of the position and the outstanding certification shall be cancelled.

ORDER

Therefore, it is ordered that this appeal be denied. It is further ordered that the matter of the classification of the provisional position of Mary Jones be referred to the Division of Classification and Personnel Management for further review.

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: Mary Jones
William Close
Kenneth Connolly
Dan Hill
Joseph Gambino



Job Announcements

Symbol: M0866R Title: **ASSISTANT DIRECTOR OF FINANCE**

Issue Date: 09/17/2013

Closing Date: 10/08/2013

Jurisdiction: SPARTA

Salary: \$45,000.00 - \$60,000.00 Per Year

Num. of Positions: 1

Workweek: 35 Hours per week

Application Fee: \$25.00

OPEN TO RESIDENTS OF:

New Jersey

REQUIREMENTS:

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree in Accounting, Budgeting, Finance, Economics, or Public or Business Administration. Please submit a copy of your transcript with your application. Failure to do so will result in ineligibility.

NOTE: Foreign transcripts must be evaluated by a recognized evaluation service. Please submit a copy of your evaluation with your application. Failure to do so will result in ineligibility.

NOTE: Possession of a current, valid certificate as a Municipal Finance Officer issued by the NJ Department of Community Affairs may be substituted for the education requirement. If you are substituting a certificate for the required education, please submit a copy of your certificate with your application. Failure to do so will result in ineligibility.

EXPERIENCE: Four (4) years of supervisory experience in functional areas of financial management such as accounting, budgeting, auditing, or financial or fiscal analysis.

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.

SPECIAL NOTE:

This announcement may be tested via the Management Test Battery, a computer-administered exam. For information regarding the Management Test Battery, please refer to our website www.state.nj.us/csc.

IMPORTANT INFORMATION:

1. NJAC 4A:4-2.3(b) states that all requirements must be met as of the closing date.
2. Online applications must be completed and submitted by the closing date listed above.
3. **You must complete your application in detail.** Your score may be based on a comparison of your background with the job requirements. **Failure to complete your application properly may lower your score or cause you to fail.**
4. If an employment list results from this announcement, it may be certified to fill full-time and part-time positions.
5. If the announcement is open to residents of more than one jurisdiction, the eligible list will be ranked according to that residency sequence. Please click here for additional information.
6. Effective September 1, 2011, the New Jersey First residency law was enacted. Please click here for additional information.
7. In accordance with Public Law 2010 c. 26, Veterans pay a reduced application fee of \$15.00 if they have previously established Veteran's Preference with the DMAVA (as defined by NJSA 11A:5-1 et seq) or their claim is approved by DMAVA at least 8 days prior to the issuance of the eligibility list. Please note this reduced fee does not apply to Public Safety titles.

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