

B-54



**STATE OF NEW JERSEY**

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

In the Matter of Jeffrey Lambo,  
Senior Buyer (PC0219S),  
Essex County

CSC Docket No. 2014-2908

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**Examination Appeal**

**ISSUED: JUL 16 2014** (RE)

Essex County appeals the determination of the Division of Selection Services that found that Jeffrey Lambo did not meet the experience requirements for the promotional examination for Senior Buyer (PC0219S), Essex County.

The subject examination announcement was issued with a closing date of February 21, 2014, and was open to employees in the competitive division who had an aggregate of one year of continuous permanent service as of the closing date and who were serving in the title Buyer OR who were serving in any competitive title and met the announced requirements. These requirements included graduation from an accredited college or university with a Bachelor's degree, and three years of experience in the large scale purchase of commodities, materials, equipment and/or supplies. Applicants who did not possess the required education could substitute additional experience with one year of experience equivalent to 30 semester hour credits. The appellant was found to be below the minimum requirements in experience. As he was the sole applicant, the examination was cancelled on May 19, 2014.

Mr. Lambo indicated that he possessed a Bachelor's degree, and he listed eight positions on his application: provisional Senior Buyer; Purchasing Assistant; Human Resources Administrator with Avantair, Inc.; Accounting Clerk with Avis/Budget; Executive Administrative Assistant with Unique Photo/Solo International; Solo International Representative with Unique Photo/Solo International; Data Entry Operator with Merck-Medco; and Administrative Assistant with The North Ward Center Inc. He was credited with six months in his

provisional position, and found to be lacking two years, six months of qualifying experience.

In support of the appeal, the appointing authority and the Director of Purchasing assert that Mr. Lambo had been performing out-of-title work as a Senior Buyer in the title Purchasing Assistant out of necessity for the County for at least four years, and that Senior Buyer is the correct title for the position.

*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. *N.J.A.C. 4A:4-2.6(c)* provides in pertinent part 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

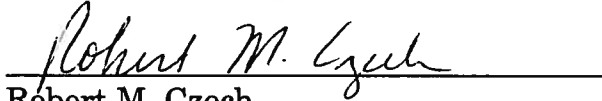
The appellant was correctly deemed to be ineligible for the subject examination since he lacked the minimum requirements in experience based on his application. However, the appointing authority and the Director of Purchasing have indicated that Mr. Lambo performed applicable out-of-title duties for at least an additional two years, six months while in the title Purchasing Assistant. With the acceptance of this out-of-title work, Mr. Lambo possesses the required experience. The examination was not competitive, with no admitted candidates, and Mr. Lambo remains in his provisional position as a Senior Buyer. Thus, based on the documentation submitted and under these circumstances, good cause exists to accept Mr. Lambo's out-of-title work experience to satisfy the requirements for the Senior Buyer examination.

### ORDER

Therefore, it is ordered that this appeal be granted, the examination cancellation be rescinded, and the appellant'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 16<sup>th</sup> DAY OF JULY, 2014



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