

On appeal, Ms. Matheson provides a lengthy description of her job duties as a Staff Emergency Management Specialist. In addition, she provides a further description of her position as a Clerk Typist. Ms. Matheson indicates that she possesses multiple college degrees and has completed numerous FEMA courses in Emergency Management, and she believes that she meets the education and experience requirements for this examination.

N.J.A.C. 4A:4-2.3(b) provides that applicants shall meet all requirements specified in the open competitive examination announcement by the closing date.

CONCLUSION

Qualifying experience has the announced experience as the primary focus. The amount of time, and the importance of the duty, determines if it is the primary focus. The experience requirement included experience in planning at the municipal, regional, State, or federal level, one year of which shall have been in the area of emergency/disaster planning. This is professional work requiring the application of professional knowledge and abilities, as distinguished from either the desirability of such application or the simple possession of professional knowledge and abilities. Thus, only professional experience gained after obtaining a Bachelor's degree would be acceptable experience.

Ms. Matheson's experience as a Senior Adjunct involves teaching and is clearly inapplicable. Next, the appellant was a Staff Emergency Management Specialist for five months. On her application, she indicated that she assisted in the collection of data for capabilities assessment, assisted in any activations/training exercises "both on scene and in EOC," and used/trained ALOHA/CAMEO/MARPLOT software. As this description did not involve planning, DSS determined that this was inapplicable. On appeal, the appellant provides a lengthy description, which includes some planning duties in the area of emergencies/disasters. Her planning duties are interspersed with other duties regarding emergency management programs, but not necessarily planning. In any event, even if this experience were to be accepted, it constitutes five months, and the appellant would still fall short by one year, seven months of required experience.

The appellant's experience as a Clerk Typist is clearly inapplicable. A Clerk Typist is a clerical title, the duties of which do not involve professional planning. There is a substitution clause for education, and candidates could substitute experience for education which they did not possess. However, there was no substitution clause for experience, and candidates cannot substitute additional college degrees for experience. As such, the appellant's additional degrees beyond a Bachelor's degree have no bearing on this determination. In sum, the appellant lacks two years of applicable experience as of the February 2014 closing date.

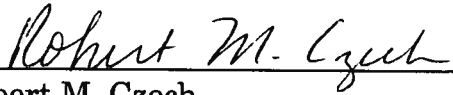
An independent review of all material presented indicates that the decision of DSS, that the appellant did not meet the announced requirements for eligibility by the closing date, is amply supported by the record. The appellant provides no basis to disturb this decision. Thus, the appellant has failed to support her burden of proof in this matter.

ORDER

Therefore, it is ordered that this 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
THE 16th DAY OF JULY, 2014


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