

CSC  
B-6



STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION  
OF THE  
CIVIL SERVICE COMMISSION

In the Matter of Thomas A. Williams,  
Repairer

Administrative Appeal

CSC Docket No. 2014-2346

ISSUED: JUL 18 2014 (BS)

The Department of Transportation (DOT) requests that Thomas A. Williams' out-of-title experience be accepted to qualify him for a prospective promotional examination for the title of Repairer.

By way of background, Mr. Williams' experience was reviewed as part of a pre-appointment evaluation to determine if he possessed the necessary qualifications for the subject title. The requirements for the subject title include the following:

**EXPERIENCE:**

One year of experience in work involving the inspection, repair, and general maintenance of household, office, and other equipment, fixtures, fittings, appliances, machinery, furnishing, and buildings.

On his application for qualifying examination, Mr. Williams listed his experience. The Division of Selection Services (DSS) determined that Mr. Williams did not possess any applicable experience. However, in its September 3, 2013 determination, it indicated that he did possess one year and nine months of out-of-title experience in the required areas but that such experience is out-of-title for Printing Machine Operator 1 and could not be considered without Civil Service Commission approval. With acceptance of this out-of-title work experience, Mr. Williams would meet the requirements for the subject title.

In its petition, the appointing authority requests the acceptance of out-of-title work experience for Mr. Williams to qualify him for the subject title. It states that,

due to the State-wide centralization of the printing function to the Department of the Treasury in April 2010, DOT closed its print shop and reallocated available staff hours to addressing records retention, storage and retrieval functions, and backlogs. Mr. Williams was one of DOT staff not absorbed by Treasury and, after a temporary mobility assignment ran its course, he returned to DOT in January 2012 and agreed to take on the responsibilities of Repairer. The appointing authority contends that Mr. Williams now has more than two years of the required experience involving the inspection, repair, and general maintenance of household, office, and other equipment, fixtures, fittings, appliances, machinery, furnishing, and buildings. In addition, the Division of Classification and Personnel Management recommends approval of this request.

Official records indicate that Mr. Williams was permanently appointed to the title of Printing Machine Operator 1 on April 30, 2005.

### CONCLUSION

*N.J.A.C. 4A:4-2.6(c)* provides that, except when permitted for good cause, applicants for promotional examinations may not use experience gained as a result of out-of-title work to satisfy eligibility requirements.

In the present matter, a review of the submissions and the supporting statements indicate that Mr. Williams currently possesses more than two years of the required applicable experience, commencing January 2012, albeit out of title, while serving in the title of Printing Machine Operator 1. Based on the particular circumstances presented, good cause has been established to accept Mr. Williams' applicable out-of-title experience to satisfy the experience requirement for the subject title.

### ORDER

Therefore, it is ordered that this request be granted and Mr. Williams' out-of-title experience be accepted, for eligibility purposes only, for a prospective promotional examination for the subject title. Mr. Williams is to provide a copy of this decision with the promotional examination application that he submits upon examination announcement. In addition, DSS shall accept applicable and documented out-of-title work experience from other promotional examination applicants for this examination announcement.

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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