

CSC
B-15

STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION
OF THE
CIVIL SERVICE COMMISSION

In the Matter of Danielle Katsempris,
Administrative Analyst 2, Data
Processing (PS0627U), Office of
Information Technology

Examination Appeal

CSC Docket No. 2016-607

ISSUED: NOV 19 2015 (SLK)

Danielle Katsempris appeals the determination of the Division of Agency Services (Agency Services) that she was below the minimum requirements in experience for the promotional examination for Administrative Analyst 2, Data Processing (PS0627U), Office of Information Technology.

The examination at issue was announced with specific requirements that had to be met as of the April 21, 2015 closing date (see attached). A total of five employees applied for and one was deemed eligible for the subject examination. No certifications have been issued and the eligible list expires on July 1, 2018.

Ms. Katsempris indicated on her application that she was serving provisionally in the subject title¹ from August 2014 to the April 21, 2015 closing date, an Information Technology Specialist from July 2007 to July 2014, and a Financial Specialist for the United States Army from October 2001 to December 2005. She also indicated that she has 122 college credits. Personnel records indicate that she was provisionally serving in the subject title from June 2014 to the April 21, 2015 closing date and an Information Technology Specialist from July 2007 to June 2014. Agency Services credited her with three years and six months² of experience based on her college credits, but determined that she lacked three years and six months of experience.

¹ Personnel records indicate that the appellant's current provisional title is Administrative Analyst 3, Information Systems. The Administrative Analyst 2, Data Processing title was renamed and renumbered to, Administrative Analyst 3, Information Systems in September 2015.

² See *In the Matter of Jeffrey Booth and Jean Peterson* (MSB, decided August 11, 2004) (Incomplete Bachelor's degrees are only awarded eligibility and scoring credit for up to a maximum of 105 completed college credits, regardless of the level of the coursework).

On appeal, Ms. Katsempris clarifies her provisional experience by indicating that she plans and conducts vulnerability and application assessments for the purpose of testing how vulnerable a server or application is and provides guidance on how to remediate those noted vulnerabilities. Additionally, she presents that she assists the Vulnerability Management Administrator with updating, configuring, and scheduling any modifications or installations of the Vulnerability Management and Application Management systems. Also, the appellant indicates that she analyzes and investigates incident management and vulnerability management reports in response to system problems and recommends and initiates remediation plans. Further, Ms. Katsempris states that she participates in reviewing and approving new or modified products for purchase by providing policy guidance and detailed analysis of existing products, she estimates the cost to determine budgetary approval, and reviews the finished project before it is submitted for final approval. She also provides informative statistical reports that contain the findings, analysis, and recommendations to resolve vulnerabilities. As an Information Technology Specialist, the appellant indicates that her main function was to monitor network traffic for incoming and outgoing misconfigured and malicious traffic across the Garden State Network and she worked with State and Federal partners to combat cyber security issues.

CONCLUSION

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:4-6.3(b) provides that the appellant has the burden of proof in examination appeals.

A review of the record indicates that Agency Services correctly determined that the appellant is not eligible for the subject examination. The appellant's application indicated that she performed cyber security duties but did not clearly indicate that she was performing the required duties of work involving the review, analysis, and evaluation of organization and administrative practices to determine the need for revision or implementation of data processing systems. However, in accordance with *N.J.A.C.* 4A:4-2.1(g), the Commission can accept clarifying information in eligibility appeals. For example, information submitted on appeal pertaining to duties performed in a given position that expands or enlarges on information previously submitted is considered clarifying. On appeal, Ms. Katsempris clarifies that she performed the required duties while working provisionally in the subject title as she conducted vulnerability and application assessments to test the vulnerability of servers or applications, analyzed and investigated incident and vulnerability management reports, prepared vulnerability reports, evaluated products, and performed other analysis in order to make recommendations to remediate system vulnerabilities. Consequently, based on her clarification of her provisional experience in the subject title, the appellant does

have an additional eleven months of applicable experience. However, even after reviewing the appellant's clarification, as an Information Technology Specialist, the appellant does not have enough applicable experience as her primary duties in this position involved monitoring the Garden State Network in order to combat cyber security issues and not performing the review, analysis, and evaluation of organization and administrative practices. 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). Accordingly, the appellant lacks two years and seven months of the required duties.

Therefore, there is no basis to disturb the decision of Agency Services. Accordingly, Ms. Katsempris has not met 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 ON
THE 18th DAY OF NOVEMBER, 2015



Robert M. Czech
Chairperson
Civil Service Commission

Inquiries
and
Correspondence

Henry Maurer
Director
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Attachment

c: Danielle Katsempris
Sharon Pagano
Kelly Glenn
Joseph Gambino

NEW JERSEY CIVIL SERVICE COMMISSION-STATE SERVICE
PROMOTIONAL ANNOUNCEMENT



\$25.00 PROCESSING FEE REQUIRED
 Make Check/Money Order Payable to NJCSC

SYMBOL: PS0627U	WEIGHT CODE: *
TITLE: ADMINISTRATIVE ANALYST 2 DATA PROCESSING	SALARY: \$64,677.00 - \$92,012.00
ISSUE DATE: April 01, 2015	CLOSING DATE: April 21, 2015
TITLE CODE: 50075G/PURXR2	CLASS CODE: 26
DEPARTMENT: OIT/OFFICE OF INFORMATION TECHNOLOGY	
UNIT SCOPE: U965 Enterprise Solutions	

**Visit www.state.nj.us/csc
 And select "Job Announcements"
 to view this announcement and to file an application**

Open to employees in the non-competitive division who are currently serving in a title to which the announcement is open and have an aggregate of one year of continuous permanent service as of the closing date in the following title(s), and meet the requirements listed below:

**Information Technology Specialist
 Software Development Specialist 1**

Or 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 who meet the requirements listed:

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 possess the required education may substitute experience as indicated below on a year for year basis.

Experience: Three (3) years of experience in work involving the review, analysis and evaluation of organization and administrative practices to determine the need for revision or implementation of data processing systems in a large business or government agency.

Note: A Master's degree in Public Administration, Business Administration, Economics, Finance or Accounting may be substituted for one (1) year of experience as indicated above. 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. **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.**
7. **If you are having difficulty submitting your application online, technical support and customer care are available during regular business hours, 8:00 a.m. to 4:00 p.m. EST, Monday - Friday, excluding holidays and emergency closings. Please Email: OAS.support@csc.state.nj.us or call (609) 292-4144. Please note that application support requests received outside regular business hours on the closing date will not change the application filing deadline so PLEASE FILE EARLY.**

DPF-256A * Revised 03/09

