

CSC

B-42



STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION
OF THE
CIVIL SERVICE COMMISSION

In the Matter of Jenna Jopko, Fiscal
Analyst, Motor Vehicle Commission

Administrative Appeal

CSC Docket No. 2015-502

ISSUED: FEB 05 2015 (HS)

The Motor Vehicle Commission requests that Jenna Jopko's out-of-title work experience be accepted to allow her to meet the eligibility requirements for Fiscal Analyst.

By way of background, Jopko is currently serving permanently in the title of Principal Audit Account Clerk. The appointing authority submitted a pre-appointment evaluation request to the Division of Selection Services (Selection Services) to determine whether Jopko satisfied the requirements for Fiscal Analyst. Incumbents serving in the title of Fiscal Analyst are required to possess a Bachelor's degree and one year of experience in the collection, analysis, evaluation and presentation of financial data used to provide an accurate accounting of administrative and operating costs and the preparation of reports containing conclusions and recommendations for a private business or government agency. Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis. Selection Services noted that the appellant possessed an Associate's degree and three years and seven months of applicable experience. Selection Services indicated that, per the substitution clause for education, Jopko had adequate applicable experience to satisfy the requirements but that such experience would be considered out-of-title work for someone serving in the title of Principal Audit Account Clerk.

In support of its request, the appointing authority notes that Jopko possesses 60 college credits, which are equivalent to two years of experience. Additionally, it explains that Jopko had been assigned relevant out-of-title duties as a Principal

Audit Account Clerk from November 2010 onward in order to effectuate agency responsibilities. Thus, together with the equivalent of two years of experience from her college credits, she has accrued more than the required five years of experience, per the substitution clause.

CONCLUSION

N.J.A.C. 4A:4-2.6(c) provides 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.

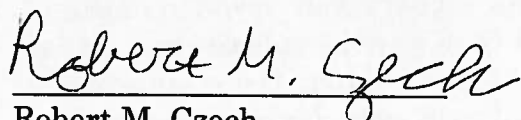
In the present matter, the appointing authority has verified that Jopko has been performing duties consistent with the title of Fiscal Analyst since November 2010 when she was serving as a Principal Audit Account Clerk. Additionally, Jopko continues to perform the required duties due to business necessity. Under these circumstances, good cause has been presented to accept Jopko's out-of-title work in order to qualify her for any upcoming promotional examination for Fiscal Analyst.

ORDER

Therefore, it is ordered that this request be granted and Jenna Jopko's out-of-title work experience be accepted on a year-for-year basis for a prospective promotional examination for Fiscal Analyst. Jopko is to provide a copy of this decision with the promotional application that she submits upon examination announcement. In addition, the Division of Agency Services shall also accept applicable and documented out-of-title work experience from all other promotional examination applicants.

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 4TH DAY OF FEBRUARY, 2015



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Chairperson
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