

B-113



STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION
OF THE
CIVIL SERVICE COMMISSION

In the Matter of Robert Edelschein,
Technical Assistant Higher
Education (S0288S), Statewide

Examination Appeals

CSC Docket Nos. 2015-993

ISSUED: **FEB 09 2015** (SLK)

Robert Edelschein appeals the determination of the Division of Selection Services¹ (Selection Services) that he did not meet the experience requirements for the open competitive examination for Technical Assistant Higher Education (S0288S), Statewide.

The examination at issue was announced with specific requirements that had to be met as of the May 20, 2014 closing date (see attached). A total of 63 individuals applied for the subject examination and 13 were deemed eligible. Certification OS150025 has been issued and it contains the names of two eligibles. Its disposition is due on April 13, 2015. The eligible list expires on October 1, 2017.

Mr. Edelschein indicated on his application that he was a Digital Training Facility Manager for N-Link Corporation from June 2013 to May 2014, a Language Arts Writing GED from October 2012 to June 2013, a Teacher of Agriculture Science and Technology for Burlington County Institute of Technology, a 5th and 6th Grade Math and Science Teacher for the Willingboro School District from September 2002 to June 2009, and a part-time Air Force NCO Academy Instructor for the New Jersey Air National Guard from January 2002 to June 2007. The appellant also possesses a Master's degree. Selection Services credited Mr. Edelschein with having met the education requirements and one year of experience based on his completed college credits, but determined that his other experience

¹ Now known as the Division of Agency Services.

was not applicable. Consequently, it determined that the appellant lacked two years of experience.

On appeal, Mr. Edelschein submits his disabled veteran's certificate, resume, two college transcripts, and three teaching certificates from the State. The appellant states that in addition to his experience as an Instructor for the Air-Force as indicated on his resume, he has over ten years of teaching experience in the New Jersey Public School System. While Mr. Edelschein acknowledges that instruction and teaching do not justify his qualifications for the subject title, he maintains that this experience does provide him considerable experience with reviewing, analyzing, and evaluation of written material which support specific rules, regulations, policies and statues within both the Air Force and the public school system. The appellant notes that any professional within the educational system has the need to review, analyze, and evaluate written material which supports their curriculum and instruction. Further, Mr. Edelschein requests that the Civil Service Commission consider all of his education.

CONCLUSION

N.J.A.C. 4A:4-2.3(b)2 requires applicants to possess all the requirements specified in an announcement for an open competitive examination 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.

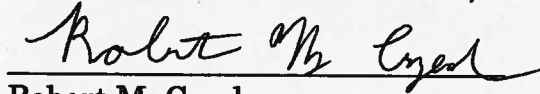
A review of the record indicates that Selection Services correctly determined that the appellant is not eligible for the subject examination. Mr. Edelschein was properly credited with having met the education requirements and having one year of experience based on substituting his completed college credits for one year of experience. Therefore, the appellant needed an additional two years of experience in the review, analysis, and evaluation of written material which is processed according to specific statutes, rules, regulation, and/or policies in a public or private organization. While the appellant's education and experience as a public school teacher and an Air Force Instructor are impressive and he may have reviewed and evaluated written materials as part of these positions, the primary duties of these positions were not in the required areas. In this regard, 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). Therefore, there is no basis to disturb the decision of Selection Services. Accordingly, Mr. Edelschein has not met his burden of proof in this matter.

ORDER

Therefore, it is ordered that the 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 4th DAY OF FEBRUARY, 2015



Robert M. Czech
Chairperson
Civil Service Commission

Inquiries
and
Correspondence

Henry Maurer
Director
Division of Appeals
and Regulatory Affairs
Civil Service Commission
Written Record Appeals Unit
P.O. Box 312
Trenton, New Jersey 08625-0312

Attachment

c: Robert Edelschein
Kelly Glenn



Job Announcements

Symbol: S02885 Title: **TECHNICAL ASSISTANT HIGHER EDUCATION**

Issue Date: 04/29/2014

Closing Date: 05/20/2014

Jurisdiction: STATE

Salary: \$38,778.60 - \$54,460.47 Per Year

Num. of Positions: 2

Workweek: 35 Hours per week

Application Fee: \$25.00

OPEN TO RESIDENTS OF:

New Jersey

REQUIREMENTS:

EDUCATION: Completion of thirty (30) semester hours at an accredited college or university. Please upload a copy of your transcript with your application. Failure to do so will result in ineligibility.

EXPERIENCE: Three (3) years of experience in the review, analysis, and evaluation of written material which is processed according to specific statutes, rules, regulations, and/or policies in a public or private organization.

NOTE: An additional thirty (30) semester hour credits at an accredited college or university may be substituted for one (1) year of experience. If you are substituting education for so of the required experience, please upload a copy of your transcript with your application. Failure to do so will result in ineligibility.

Foreign transcripts must be evaluated by a recognized evaluation service. Please upload a copy of your evaluation with your application. Failure to do so will result in ineligibility.

NOTE: Applicants who do not possess the required education may substitute additional experience as indicated above on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

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.

IMPORTANT INFORMATION:

1. NJAC 4A:4-2.3(b) states that all requirements must be met as of the closing date.
2. Online applications must be completed and submitted by the closing date listed above.
3. **You must complete your application in detail. Your score may be based on a comparison of your background with the job requirements. Failure to complete your application properly may lower your score or cause you to fail.**
4. If an employment list results from this announcement, it may be certified to fill full-time and part-time positions.
5. If the announcement is open to residents of more than one jurisdiction, the eligible list will be ranked according to that residency sequence. Please click here for additional information.
6. Effective September 1, 2011, the New Jersey First residency law was enacted. Please click here for additional information.
7. In accordance with Public Law 2010 c. 26, Veterans pay a reduced application fee of \$15.00 if they have previously established Veteran's Preference with the DMAVA (as defined by NJSA 11A:5-1 et seq) or their claim is approved by DMAVA at least 8 days prior to the issuance of the eligibility list. Please note this reduced fee does not apply to Public Safety titles.

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