

B-127



STATE OF NEW JERSEY

FINAL ADMINISTRATIVE
ACTION OF THE
CIVIL SERVICE COMMISSION

In the Matter of Ramona Russell,
Supervisor of Patients' Accounts 2
(PS6406K), Vineland Developmental
Center

Examination Appeal

CSC Docket No. 2014-2532

ISSUED: FEB - 9 2015

(RE)

Ramona Russell appeals the decision of the Division of Selection Services (DSS) which found that, per the substitution clause for education, she did not meet the experience requirements for the promotional examination for Supervisor of Patients' Accounts 2 (PS6406K), Vineland Developmental Center.

The subject examination announcement was issued with a closing date of December 21, 2013. The examination was open to employees in the competitive division who had an aggregate of one year of continuous permanent service as of the closing date and who were serving in any competitive title, and met the announced requirements. These requirements included graduation from an accredited college or university with a Bachelor's degree, and three years of experience in investigation work involving the collection and/or accounting of funds. The appellant was found to be below the minimum requirements in experience, per the substitution clause for education. No candidates were admitted to the examination and the examination was canceled on April 11, 2014.

The appellant indicated that she possessed 18 college credits, which prorates to eight months of experience. Per the substitution clause for education, the appellant was required to possess six years, four months of applicable experience. On her application, the appellant listed experience in two positions, provisional Supervisor of Patients Accounts 2 and Head Clerk Bookkeeper. She was credited with two years, eight months for her provisional position, and was found to be lacking three years, eight months of experience, per the substitution clause for education.

On appeal, the appellant argues that she has accrued applicable experience in her position as Head Clerk Bookkeeper. Specifically, she states that she prepared and processed various documents and reports utilizing varied computer programs, including supervising staff on billing of clients, and insuring other sources for the costs of facility care, and that clients received all financial benefits. She states that she audited vocational accounts, consumer trips and personal possession purchases, as well as implemented corrective actions for those items. She states that she performed all duties of the subject title since August 2010.

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.

CONCLUSION

The appellant was denied admittance to the subject examination since she lacked three years, eight months of experience per the substitution clause for education. A review of appellant's application reveals that this determination is correct. At the outset, it is noted that titles are categorized as professional, para-professional or non-professional. *N.J.A.C. 4A:4-2.5(a)1* states that professional titles require at least a Bachelor's or higher level degree, with or without a clause to substitute experience. Thus, since the Supervisor of Patients' Accounts 2 title requires completion of a Bachelor's degree with a substitution clause, which permits additional experience in lieu of the college credits, as well as relevant experience, it is considered a professional title.

The appellant's prior-held State title does not require a Bachelor's degree and therefore is not a professional title. *N.J.A.C. 4A:4-2.5(a)3* states that non-professional titles require less than 60 general college credits or less than 12 specific college credits, while *N.J.A.C. 4A:4-2.5(a)2* states that para-professional titles require at least 60 general college credits or 12 or more specific college credits (but less than a full degree). As such, the title Head Clerk Bookkeeper is considered to be a non-professional title since no college credits are required.

When a promotion is between the above noted categories, *N.J.A.C. 4A:4-2.5(c)2* permits the examination to be open to applicants who are permanent in an approved bridge title(s) and/or applicants who meet the complete open competitive requirements. A bridge title is one that is recognized by the Civil Service Commission as related to a higher category title in terms of work performed and knowledge, skills, and abilities required. It is noted that "bridge titles" were established in order to allow individuals with experience in a given job category (e.g., clerical or paraprofessional) the opportunity to compete in promotional examinations involving a higher level job category (e.g., paraprofessional or professional). Advancement in some cases was otherwise not possible because the

experience acquired in the lower category titles would not technically satisfy the requirements for eligibility in the higher category title. There is no bridge title for Supervisor of Patients' Accounts 2. In addition, the experience requirements for a professional level title assumes professional level experience. For example, for the current title, the investigation work involving the collection or accounting of funds must be professional level work. This cannot be accrued in a clerical title. The appellant's experience as a Head Clerk Bookkeeper is not applicable. Per the substitution clause for education, the appellant lacks three years, eight months of applicable experience as of the December 2013 closing date.

The job specification for Supervisor of Patients' Accounts 2 indicates that incumbents in these titles are responsible for supervising the billing of clients and other sources for the cost of institutional care, establishing patient accounts; supervising client's financial affairs; securing benefits and other entitlements; and supervising the processing of claims and adjustments to client accounts. The appellant listed her duties as:

"Supervise staff on the billing of clients and ensuring other sources for the cost of facility care, establish patient accounts: supervises client's receiving all financial benefits; secure other entitlements where necessary from; Medicaid, Social Security, VA, Civil Service. Supervise the processing of claims and adjustments to client accounts. Verify daily deposits and all financial transactions. Make decisions based on comprehensive knowledge of department and related rules, regulations, policies, and procedures. Report and make recommendations to Business Manager 1 on staff work performances. Provide budgetary data on a monthly, quarterly, and yearly basis to Business Manager 1. Process all new admissions, discharges, and deaths. Ensuring that all paper work including applications for benefits, admissions, and withdrawals from benefits for deaths and discharges are processed. Provide advice and assistance to staff on problems and procedures relating to the work of the unit."

The appellant was denied admittance to the subject examination since she lacked the minimum requirements in experience per the substitution clause for education. An independent review of all material presented indicates that the decision of the 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 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

c: Ramona Russell
Lois Robinson
Dan Hill
Joseph Gambino