

B-131



STATE OF NEW JERSEY

In the Matter of Mary Scibelli,
Principal Library Assistant
(S0736S), Statewide

DOP Docket No. 2015-1803

FINAL ADMINISTRATIVE ACTION
OF THE
CIVIL SERVICE COMMISSION

Examination Appeal

:
:
:
:
:
:
:
:
:
:
:
:
:

ISSUED: FEB - 9 2015 (RE)

Mary Scibelli appeals the determination of the Division of Selection Services (DSS) which found that she did not meet the experience requirements for the open competitive examination for Principal Library Assistant (S0736S), Statewide.

The examination had a closing date of October 2, 2014 and was open to residents of New Jersey who possessed two years of experience in library work, one year of which shall have included the performance of a specialized phase of library procedures. For positions in the Library for the Blind and Handicapped and the Materials and Textbook Center, one year of experience shall have been in an agency serving the blind and/or the handicapped. One year of college education could be substituted for one year of basic experience. The appellant was found to be ineligible based on a lack of experience. Twenty-two candidates appear on the eligible list which has been certified once, but no appointments have yet been made.

On her application, the appellant indicated that she possessed a Master's degree in Library and Information Science, which could be substituted for one year of experience. She listed five part-time positions on the application and received prorated credit for the first four. The fifth position, Administrative Assistant, at 16 hours per week, was not applicable. The appellant's first four part-time positions prorated to seven months of full-time experience. As such, the appellant was found to be lacking five months of full-time experience.

On appeal, the appellant states that she possesses 36 college credits in library science which should be substituted for experience. She resubmits her application and requests to be admitted to the examination.

N.J.A.C. 4A:4-2.3(b)(2) provides that applicants shall meet all requirements specified in the open competitive examination announcement by the closing date.

CONCLUSION

In the present matter, the appellant listed five positions on her application, and she received credit for the first four. Her first position was Reference Librarian from November 2013 to September 2014, at 5 hours per week. The second position was Technical Trainer/Instructor at a library, for 2 hours per week, from September 2012 to September 2014. The fourth position was Periodicals Intern from June 2011 to August 2011, at 12 hours per week. The third position was Media Room Facilitator for 2 hours per week, from December 2012 to April 2013. These part-time positions prorated to 2, 2, 1 and 2 months of full-time experience, respectively. Her fifth position, Administrative Assistant, had duties in marketing and public relations for a non-profit organization. This is not applicable experience. 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). The appellant was credited with one year of experience for possession of a Master's degree, and seven months of experience. Thus, she lacks five months of qualifying experience.

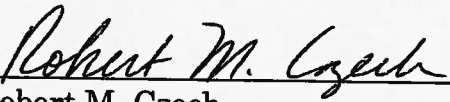
A thorough review of all material presented indicates that the decision of the DSS that the appellant did not meet the announced requirements for eligibility by the examination closing date is amply supported by the record and appellant provides no basis to disturb that decision. Thus, appellant has 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
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
Written Record Appeals Unit
Civil Service Commission
P.O. Box 312
Trenton, New Jersey 08625-0312

c: Mary Scibelli
Kelly Glenn