

CSC
B-15



STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION
OF THE
CIVIL SERVICE COMMISSION

In the Matter of Helene Leona,
Administrative Assistant 1,
Department of Education

Administrative Appeal

CSC Docket No. 2015-2204

ISSUED: **MAR 0 6 2015** (HS)

The Department of Education requests that Helene Leona's out-of-title work experience be accepted to allow her to meet the eligibility requirements for Administrative Assistant 1.

By way of background, Leona is currently serving permanently in the title of Secretarial Assistant 1 (Non-Stenographic). The appointing authority submitted a pre-appointment evaluation request to the Division of Selection Services (Selection Services) to determine whether Leona satisfied the requirements for Administrative Assistant 1. Incumbents serving in the title of Administrative Assistant 1 are required to possess a Bachelor's degree and three years of experience in a business or government agency providing administrative support services and/or coordinating work activities. Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis with 30 semester hour credits being equal to one year of experience. Selection Services noted that Leona possessed 65 college credits, equivalent to two years and two months of experience, and four years and 10 months of applicable experience. Selection Services indicated that, per the substitution clause for education, Leona had adequate applicable experience to satisfy the requirements but that one year and seven months of her experience would be considered out-of-title work.

In support of its request, the appointing authority describes Leona's duties and requests that her out-of-title experience be accepted to meet the requirements for the subject position. For example, Leona provides administrative support to the Commissioner on all executive and administrative matters; acts as the

Commissioner's liaison to staff from the Governor's Office, other State departments, the United States Department of Education and the general public; provides information and technical assistance to various parties; recommends solutions to problems; and oversees the Commissioner's schedule of appointments, committee meetings, speaking engagements and other activities.

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.

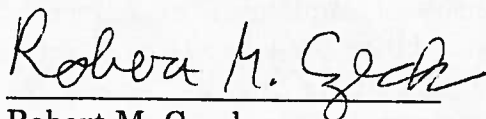
In the present matter, the appointing authority has verified that Leona has been performing duties consistent with the title of Administrative Assistant 1 and continues to perform the required duties. Under these circumstances, good cause has been presented to accept Leona's out-of-title work in order to qualify her for any upcoming promotional examination for Administrative Assistant 1.

ORDER

Therefore, it is ordered that this request be granted and Helene Leona's out-of-title work experience be accepted on a year-for-year basis for a prospective promotional examination for Administrative Assistant 1. Leona 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 MARCH, 2015



Robert M. Czech
Chairperson
Civil Service Commission

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and
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