

B-54



STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION  
OF THE  
CIVIL SERVICE COMMISSION

In the Matter of Tyrone Jordan,  
Administrative Analyst 3 Data  
Processing (PS8957G), Department of  
Environmental Protection

Examination Appeal

CSC Docket No. 2015-1126

ISSUED: **MAR - 6 2015** (SLK)

Tyrone Jordan appeals the determination of the Division of Selection Services<sup>1</sup> (Selection Services) that he was below the minimum requirements in experience for the promotional examination for Administrative Analyst 3, Data Processing (PS8957G), Department of Environmental Protection.

The examination at issue was announced with specific requirements that had to be met as of the August 21, 2014 closing date (see attached). A total of two employees applied for the subject examination that resulted in a list of one eligible with an expiration date of October 8, 2017.

On his application, Mr. Jordan indicated that he was an Environmental Specialist 1 from February 2007 to the August 21, 2014 closing date, a Senior Program Manager for MentorPower from February 2001 to February 2007, a Program Manager for Princeton University Materials Academy from July 2004 to July 2005, a Program Manager for Build and Believe Program from July 2003 to July 2004, a Project Coordinator for EnvironMentors Program from 1998 to 2001, and a Researcher for the University of Maryland Health Education Center from 1995 to 1998. Personnel records indicate that he was provisionally serving in the title under test from November 2012 to the August 21, 2014 closing date, an Environmental Specialist 1 from May 2011 to November 2012, an Environmental Specialist 1, Site Remediation from March 2008 to May 2011, and an Environmental Services Trainee from March 2007 to March 2008. Mr. Jordan also

<sup>1</sup> Now known as the Division of Agency Services.

indicated that he possesses a Bachelor's degree. Selection Services credited the appellant with having a Bachelor's degree and one year and 10 months of experience based on his provisional service in the subject title, but determined his experience from February 2012 to October 2012 was out-of-title and that his other experience was not applicable. As such, it determined that he lacked two months of experience.

On appeal, Mr. Jordan highlights that after he submitted his classification appeal, the Civil Service Commission (Commission) determined that his position should be reclassified to the subject title effective November 2012. The appellant states that since February 2012 he has been performing the required experience out-of-title including participating in meetings concerning the need to increase the workload of the Program relative to data processing, evaluating the suitability, objectiveness, efficiency, effectiveness, and administration of data processing and programs, assessing the organizational unit's practices in order to recommend the creation of new or the revision of existing data processing systems, and other relevant experience. Consequently, Mr. Jordan asserts that he has more than two years of the required experience.

Additionally, in response to a request from the Division of Appeals and Regulatory Affairs (DARA), the appointing authority has verified that Mr. Jordan was reassigned to the Bureau of Information Systems (Bureau) in February 2012 due to operational needs in the Bureau. Further, it indicates that the appellant was performing out-of-title work due to the Statewide hiring/promotional freeze.

### CONCLUSION

*N.J.A.C.* 4A:4-2.6(a) provides that applicants shall meet all requirements specified in the promotional announcement by the closing date. *N.J.A.C.* 4A:4-2.6(c) provides that, except when permitted for good cause, 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.

Initially, it is noted that Selection Services correctly determined that the appellant was not eligible for the subject examination. Mr. Jordan was credited with having a Bachelor's degree and one year and 10 months of experience based on his provisional experience in the subject title, and would need an additional two months of relevant experience to establish eligibility. Any relevant experience the appellant gained as an Environmental Specialist 1 would be "out-of-title-work." However, the appointing authority has verified that Mr. Jordan performed the required out-of-title duties between February 2012 and November 2012 due to the Bureau's operational needs and the Statewide hiring/promotional freeze. Additionally, the examination situation is not competitive as there is only one

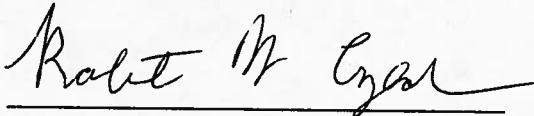
eligible on the list and the appellant continues to serve provisionally in the title under test. Accordingly, good cause exists to accept the appellant's out-of-title work experience, for eligibility purposes only, and to admit him to the examination.

**ORDER**

Therefore, it is ordered that the appeal be granted, and Tyrone Jordan's application be processed for prospective employment opportunities only.

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 4<sup>th</sup> DAY OF MARCH, 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: Tyrone Jordan  
Deni Gaskill  
Kelly Glenn  
Joseph Gambino

NEW JERSEY CIVIL SERVICE COMMISSION-STATE SERVICE  
**PROMOTIONAL ANNOUNCEMENT**



**\$25.00 PROCESSING FEE REQUIRED**  
 Make Check/Money Order Payable to NJCSC

SYMBOL: PS8957G

WEIGHT CODE: \*

TITLE: ADMINISTRATIVE ANALYST 3 DATA PROCESSING

SALARY: \$51,530.00 - \$72,953.00

ISSUE DATE: August 01, 2014

CLOSING DATE: August 21, 2014

TITLE CODE: 50073F/HURXR2

CLASS CODE: 21

DEPARTMENT: EPA/ENVIRONMENTAL PROTECTION

UNIT SCOPE: G894 Division of Enforcement, Technical and Financial Support

APPLICATIONS MAY BE OBTAINED  
 FROM AND MUST BE RETURNED TO:

**ONLY ON LINE APPLICATIONS  
 WILL BE ACCEPTED  
 FOR THIS ANNOUNCEMENT**

Open to employees in the competitive division who are currently serving in a title to which the announcement is open and have an aggregate of one year of continuous permanent service as of the closing date in the following title(s):

**Administrative Analyst 4 Data Processing**

Or to employees in the competitive division who have an aggregate of one year of continuous permanent service as of the closing date in any competitive title and meet the requirements listed below:

Education: Graduation from an accredited college or university with a Bachelor's degree. You must indicate either possession of a degree or total number of college credits completed to date on your application. (Foreign degrees/ transcripts must be evaluated by a recognized evaluation service.) Failure to do so will result in rejection from the examination process.

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

Experience: Two (2) years of experience in work involving the review, analysis and evaluation of organization and administrative practices to determine the need for revision or implementation of data processing systems in a large business or government agency.

A Master's degree in Public Administration, Business Administration, Economics, Finance or Accounting from an accredited college or university may be substituted for one (1) year of indicated experience. You must indicate the details of your Master's degree on your application. (Foreign degrees/ transcripts must be evaluated by a recognized evaluation service.) Failure to do so will result in rejection from the examination process.

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. The responsibility for ensuring that employees possess the required motor vehicle license, commensurate with the class and type of vehicles they operate, rests with the Appointing Authority.

**IMPORTANT INFORMATION**

1. NJAC 4A:4-2.6 states that all requirements listed, including assignment to the department and unit scope, must be met as of the closing date.
2. YOU MUST COMPLETE YOUR APPLICATION IN DETAIL. Your score may be based on a comparison of your credentials with the job requirements. Failure to complete your application properly may lower your score or cause you to fail.
3. This examination is open to full- and part-time permanent employees. If an employment list results from this announcement, it may be certified to fill full-time and part-time positions. If 35- and 40-hour positions are used within the unit scope, the resulting list may be used to fill either work week position.
4. NJAC 4A:4-1.5 states that any employee who is serving on a provisional basis and who fails to file for and take an examination which has been announced for his/her title SHALL BE SEPARATED FROM THE PROVISIONAL TITLE.
5. In accordance with Public Law 2010 c.26, Veterans pay a reduced application fee of \$15.00 if they have previously established Veterans Preference with the DMAVA (as defined by N.J.S.A. 11A:5-1 et seq), or your claim is approved by DMAVA at least 8 days prior to the issuance of this eligibility list. PLEASE NOTE THIS REDUCED FEE DOES NOT APPLY TO PUBLIC SAFETY TITLES.
6. SPECIAL NOTE TO ALL APPLICANTS Please make sure you are assigned to the unit scope indicated above. If you do not know your unit scope assignment, please contact your Human Resource Office. If you file an application for this announcement and you are not assigned to the unit scope indicated above, YOU WILL BE FOUND INELIGIBLE FOR THIS EXAM AND YOUR APPLICATION FEE WILL NOT BE REFUNDED.
7. If you are having difficulty submitting your application online, technical support and customer care are available during regular business hours, 8:00 a.m. to 4:00 p.m. EST, Monday - Friday, excluding holidays and emergency closings. Please Email: OAS.support@csc.state.nj.us or call (609) 292-4144. Please note that application support requests received outside regular business hours on the closing date will not change the application filing deadline so PLEASE FILE EARLY.

DPF-256A \* Revised 03/09