

B-666



STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION
OF THE
CIVIL SERVICE COMMISSION

In the Matter of Marianne Rostash,
Data Base Analyst 2 (S0497S),
Statewide

Examination Appeals

CSC Docket Nos. 2015-1243

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

Marianne Rostash appeals the determination of the Division of Selection Services¹ (Selection Services) that she did not meet the experience requirements for the open competitive examination for Data Base Analyst 2 (S0497S), Statewide.

The examination at issue was announced with specific requirements that had to be met as of the June 27, 2014 closing date (see attached). A total of 54 individuals applied for the subject examination. A test was administered on December 18, 2014 and 14 were deemed eligible. Certification OS150055 has been issued and it contains the names of four eligibles including one eligible who is currently serving provisionally in the subject title. Its disposition is due on April 23, 2015. The eligible list expires on January 21, 2018.

Ms. Rostash indicated on her application that she was a Senior Laboratory Technician for the Department of Health from December 2002 to the June 27, 2014 closing date. She also indicated that, between December 2010 and the June 27, 2014 closing date, half of her time was spent working on information technology issues. Personnel records indicate that the appellant was a Senior Laboratory Technician from February 2005 to the June 27, 2014 closing date and a Laboratory Technician from December 2002 to February 2005. Ms. Rotash also indicated that she possesses an Associate's degree in Computer Science. Selection Services credited her with having met the education requirement, but determined that she

¹ Now known as the Division of Agency Services.

lacked three years of the required experience including one year of data base design, analysis, and/or implementation experience.

On appeal, Ms. Rostash presents that she has been working for the Department of Health since December 2002. The appellant states that in November 2010 she was asked to assist in supporting databases due to her education and experience. Ms. Rostash indicates that she was sent to a week of training and then she began implementing procedures for its databases, maintaining tables and security, developing queries and reports, providing technical support, working on various database projects, and performing other database and information technology related duties. The appellant asserts that the initial intent was to transition her to the database support unit on a full-time basis. However, instead, Ms. Rostash represents that she alternates days between performing lab work and database work. The appellant maintains that there is no one else in the database support unit that has her responsibilities.

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. Ms. Rostash maintains that even though her title is Senior Laboratory Technician, she spends half of her time performing information technology functions and half of her time performing lab work. However, when an applicant indicates extensive experience in titles established under the State Classification Plan for an open competitive examination, it is appropriate to utilize the job specifications to determine the primary focus of the duties of incumbents serving in career service titles. In the eligibility screening process for open competitive examinations, reliance on the job specifications to determine the primary focus of duties for incumbents of a particular title or title series provides a standardized basis on which Selection Services can compare what an applicant indicates on his or her application to what incumbents in a particular title series generally perform. *See In the Matter of William Moore* (MSB, decided May 10, 2006). In reviewing the job specification for a Senior Laboratory Technician, an incumbent performs chemical or physical analyses and not information technology duties. Further, even if the appellant's experience as a Senior Laboratory Technician was to be considered, as she is only performing database and information technology related duties half of the time, the appellant's experience would need to be pro-rated. As such, after pro-rating the three years and seven months of experience of information technology experience that the appellant has listed on a half-time basis, the appellant would

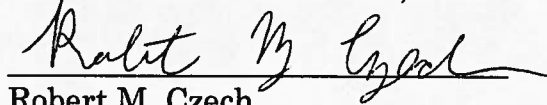
have less than three full-time years of the required experience. Therefore, there is no basis to disturb the decision of Selection Services. Accordingly, Ms. Rostash has not met her burden of proof in this matter.

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 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: Marianne Rostash
Kelly Glenn



Job Announcements

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printable version

Symbol: S0497S

Title: DATA BASE ANALYST 2

Issue Date: 06/06/2014

Closing Date: 06/27/2014

Jurisdiction: STATE

Salary: \$66,549.67 - \$94,757.29 Per Year

Num. of Positions: 1

Workweek: 35 Hours per week

Application Fee: \$25.00

OPEN TO RESIDENTS OF:

New Jersey

REQUIREMENTS:

EDUCATION: Graduation from an accredited college or university with an Associate's degree in Computer Science. Please upload a copy with your transcript with your application. Failure to do so will result in ineligibility.

EXPERIENCE: Three (3) years of systems analysis, applications programming, design, systems programming and/or data base administration experience in the data processing field of which one (1) year shall have been in data base design, analysis, and/or implementation.

NOTE: A general Bachelor's degree can be substituted for one (1) year of experience in systems analysis, application programming, design, systems programming, and/or data base administration.

NOTE: A specific Bachelor's degree in Computer Science can be substituted for two (2) years of experience in systems analysis, application programming, design, systems programming, and/or data base administration.

NOTE: A Master's degree in Computer Science may be substituted for three (3) years of experience in systems analysis, application programming, design, systems programming, and/or data base administration.

If you are substituting a specific or general Bachelor's or Master's degree for some of the required experience, please upload a copy of your transcript with your application. Failure to do so will result in ineligibility.

NOTE: 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.

Special Note for Substituting Experience for Education: Experience in the study of work methods and processes, the analysis of varied types of data, the design and preparation of systems and programs, the operation of multi-programming computer systems and work in the data processing support areas of input/output control or reliability support may be substituted for the required education on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

NOTE: Formal training in data processing received at an accredited institution may be submitted with your application for an evaluation by the Civil Service Commission for possible credit. These training courses will be examined to see how they compare, both in hours and content, to college courses to which they equate. In-house training courses will not be accepted as meeting this criteria; thus, they will not be evaluated. The Civil Service Commission's decision in this matter is final and not subject to appeal.

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.

Customer Care and Technical Support: If you are having difficulty submitting your application online, customer care and technical support 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.

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. Effective September 1, 2011, the New Jersey First residency law was enacted. Please click here for additional information.
 6. 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.
- Read Description of Job and Specification: **53003**
 - **Click here to apply via the Online Application System**

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