



B-67

In the Matter of Stephanie Perovich,  
Records Management Analyst  
(C0778S), Hunterdon County

**STATE OF NEW JERSEY**

**FINAL ADMINISTRATIVE ACTION  
OF THE  
CIVIL SERVICE COMMISSION**

CSC Docket No. 2015-2581

**Examination Appeal**

**ISSUED: APR - 2 2015 (CSM)**

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Stephanie Perovich appeals the determination of the Division of Agency Services (Agency Services) which found that she was below the minimum requirements in experience for the open competitive examination for Records Management Analyst (C0778S), Hunterdon County.

The examination at issue was announced with specific requirements that had to be met as of the closing date of October 16, 2014 (see attached). The subject examination was cancelled on March 19, 2015 due to a lack of qualified applicants.

The appellant indicated on her application that she was serving provisionally in the title under test from August 2014 to the closing date, October 2014. From September 2008 to April 2012 she was an Office Assistant with Sutton Technologies and from January 2009 to January 2011 she was a part-time Associate with Wawa. The appellant possesses a Bachelor's degree. Agency Services credited the appellant with three months of experience based on her provisional service in the title under test but did not credit her any applicable experience. Therefore, the appellant would need nine months of additional experience to qualify for the examination.

On appeal, the appellant highlights her experience and duties involving the records maintenance systems while she was employed with Sutton Technologies. Additionally, Catherine Kopec, Human Resources Director, Hunterdon County, states that the appellant has over three years of experience examining and evaluating records systems based on her employment with Sutton Technologies. Therefore, the appointing authority supports this appeal.

*N.J.A.C.* 4A:4-2.3 provides that applicants shall meet all requirements specified in the examination announcement by the announced closing date. *N.J.A.C.* 4A:1-1.2(c) provides that a rule may be relaxed for good cause, in a particular circumstance, in order to effectuate the purposes of Title 11A of the New Jersey Statutes Annotated.

### CONCLUSION

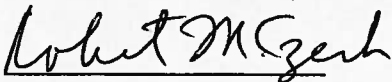
In the present matter, a review of the documentation demonstrates that the appellant should be admitted to the subject examination. Agency Services determined that the appellant's experience with Sutton Technologies was not in the review, analysis, and evaluation of record maintenance systems. Although the appellant's experience does not precisely mirror the requirements contained in the announcement, the Civil Service Commission (Commission) is satisfied that the totality of her varied levels of records management experience as far as back as September 2008 warrants her admission to the subject examination. Additionally, the appellant continues to serve provisionally in the title under test and the examination was cancelled due to a lack of qualified applicants. Accordingly, admitting the appellant to the subject examination will provide her with the opportunity to obtain permanent status as well as to provide an eligible list to the appointing authority.

### ORDER

Therefore, it is ordered that this appeal be granted, the examination cancellation be rescinded, and Ms. Perovich'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  
1<sup>ST</sup> DAY OF APRIL, 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**

**Attachment**

- c. **Stephanie Perovich  
Catherine Kopec  
Kelly Glenn**



## Job Announcements

Symbol: C0778S Title: **RECORDS MANAGEMENT ANALYST**

Issue Date: 09/25/2014

Closing Date: 10/16/2014

Jurisdiction: HUNTERDON COUNTY

Salary: \$25,225.00 - \$36,260.00 Per Year

Num. of Positions: 1

Workweek: 35 Hours per week

Application Fee: \$25.00

### OPEN TO RESIDENTS OF:

Hunterdon County

### REQUIREMENTS:

**EDUCATION:** Graduation from an accredited college or university with a Bachelor's degree.

**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.

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

**EXPERIENCE:** One (1) year of experience involving the review, analysis and evaluation of record maintenance systems and the recommendation of improved methods of operation.

**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.

**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](mailto: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. If the announcement is open to residents of more than one jurisdiction, the eligible list will be ranked according to that residency sequence. Please click here for additional information.
6. Effective September 1, 2011, the New Jersey First residency law was enacted. Please click here for additional information.
7. 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.

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