

B-82



In the Matter of Shawnee Lewis,
Secretarial Assistant 3, Non-
Stenographic (PS8980J), Rowan
University

STATE OF NEW JERSEY

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

Examination Appeal

CSC Docket No. 2015-1875

ISSUED: APR 02 2015 (CAG)

Shawnee Lewis appeals the determination of the Division of Agency Services which found that she was below the minimum requirements in experience for the promotional examination for Secretarial Assistant 3, Non-Stenographic (PS8980J), Rowan University.

The subject examination was announced with specific requirements to be met as of the closing date of August 21, 2014 (see enclosed). The record indicates that the eligible list is incomplete with only two eligibles on the list.

On her application, Ms. Lewis listed her positions with the Rowan University as a [provisional] Secretarial Assistant 3, [Non-Stenographic]; Senior Clerk Typist; and Clerk Typist. She also listed her private sector positions as a Secretary II and Senior Administrative Assistant. Agency Services credited appellant with four months of applicable experience for her current provisional position as a Secretarial Assistant 3, Non-Stenographic. However, it did not credit her with applicable experience for her position as a Senior Clerk Typist since it is out-of-title experience. It also did not credit appellant with applicable experience for any of her remaining positions. Therefore, it determined that she was ineligible for the subject examination since she lacked the required applicable experience.

On appeal, Ms. Lewis submits another copy of her resume and argues that she is eligible since she worked as a Senior Clerk Typist from January 2005 through May 2014. Therefore, she argues that she has over nine years of continuous permanent service.

Official records indicate that appellant was provisionally appointed to the subject title effective May 6, 2014, and is still serving in that title.

CONCLUSION

N.J.A.C. 4A:4-2.6(c) provides that, except when permitted for good cause, applicants for promotional examinations may not use experience gained as a result of out-of-title work to satisfy eligibility requirements.

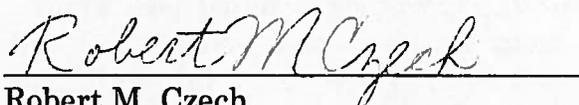
Initially, Ms. Lewis was properly determined ineligible for the subject examination by Agency Services since she lacked two years and eight months of applicable experience as indicated above. Any applicable secretarial duties appellant performed as a Senior Clerk Typist are considered out-of-title work. Nonetheless, departmental records reveal that the subject list is incomplete since there are only two eligibles on the list. In addition, appellant was provisionally appointed to the subject title on May 6, 2014, and is still serving in that title. As such, good cause exists to accept Ms. Lewis' out-of-title work experience, for eligibility purposes only, and to admit her to the subject examination.

ORDER

Therefore, it is ordered that this appeal be granted and appellant's application be processed.

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 1ST 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
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Enclosure

**c: Shawnee Lewis
Eileen Scott
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: PS8980J TITLE: SECRETARIAL ASSISTANT 3 NON STENOGRAPHIC ISSUE DATE: August 01, 2014 TITLE CODE: 12505C/HYFXR4 DEPARTMENT: HIUG/STATE COLLEGES & UNIVERSITIES UNIT SCOPE: J250 Rowan University	WEIGHT CODE: * SALARY: \$43,094.00 - \$60,726.00 CLOSING DATE: August 21, 2014 CLASS CODE: 16
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**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):

Principal Clerk Typist

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:

EXPERIENCE: Three (3) years of experience in secretarial and administrative clerical work.

NOTE: Successful completion of a clerical training program with a minimum of 700 classroom training hours or 30 semester hour credits in secretarial science from an accredited college or university may be substituted for one (1) year of the experience indicated above. Course work must include typing skills, methods, and procedures; other courses may include, but not be limited to, office procedures, word processing, and business English. You must attach a copy of your transcript to your application. 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 essential duties of the position.

Note: A five-minute qualifying typing test (scored on a pass/fail basis) may be scheduled or administered during the interview process. If you have a current typing proficiency certificate you should attach a copy to your application. Applicants who have taken a typing test administered by the Civil Service Commission(CSC) or an approved representative of the CSC and have been issued a scoring report indicating a passing score, or a proficiency certificate, are not required to be tested again. Candidates will be graded on a scale based on the number of errors made. The minimum acceptable typing speed is 40 net words per minute. Net words equals total words per minute minus errors. Keyboards will be provided.

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.**