



in the Supervisor of Personnel Records and Payroll Processing title series are identical with the exception of agency size and the required number of years of experience needed to establish eligibility. As such, the appellant requests that all levels of the Supervisor of Personnel Records and Payroll Processing title series be accepted as bridge titles and she be admitted to the examination.

*N.J.A.C.* 4A:4-2.6(a) provides that applicants shall meet all requirements specified in the promotional examination announcement by the closing date.

### CONCLUSION

In the matter at hand, Agency Services correctly determined that the appellant was not eligible for the subject examination as she is not permanent in an approved bridge title for the title under test. A bridge title is one that is recognized by this agency as related to a higher category title in terms of work performed and knowledge, skills, and abilities required. It is noted that "bridge titles" were established in order to allow individuals with experience in a given job category (*e.g.*, clerical or paraprofessional) the opportunity to compete in promotional examinations involving a higher level job category (*e.g.*, paraprofessional or professional). Advancement in some cases was otherwise not possible because the experience acquired in the lower category titles would not technically satisfy the requirements for eligibility in higher level category titles. The approved bridge title for Personnel Assistant 2 is Supervisor of Personnel Records and Payroll Processing 1.

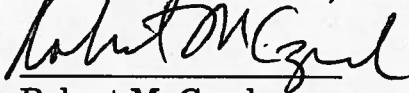
Although the job specifications may be similar, it is the correlation between the *level* of the duties of the particular Supervisor of Personnel Records and Payroll Processing position and the number of employees employed in a particular department, institution, or agency which determines the appropriate level of the position's classification. Thus, since Supervisor of Personnel Records and Payroll Processing 2 is utilized by agencies employing between 1,500 and 4000 employees and Supervisor of Personnel Records and Payroll Processing 1 is utilized by agencies employing more than 4000 employees, greater responsibility is associated with the work performed by an incumbent in the latter title. Thus, Supervisor of Personnel Records and Payroll Processing 1 is assigned class code 23 (salary range V23) and Supervisor of Personnel Records and Payroll Processing 2 is assigned class code 20 (salary range V20). Additionally, there is no basis on which to consider permitting Supervisor of Personnel Records and Payroll Processing 2 an appropriate bridge title to Personnel Assistant 2 in this case because the examination situation is competitive. Accordingly, the appellant is not eligible for the subject examination.

**ORDER**

Therefore, it is ordered that this 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  
15<sup>TH</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. **Muriel Godown  
James Mulholland  
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: PS86661**

**TITLE: PERSONNEL ASSISTANT 2**

**ISSUE DATE: May 01, 2014**

**TITLE CODE: 63254/ELRXRS**

**DEPARTMENT: COA/CORRECTIONS**

**UNIT SCOPE: I160 Human Resources**

**WEIGHT CODE: \***

**SALARY: \$56,123.00 - \$79,773.00**

**CLOSING DATE: May 21, 2014**

**CLASS CODE: 26**

**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):**

**Personnel Assistant 3**

**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, in addition to the required experience indicated below, applicable experience on a year for year basis, with thirty (30) semester hour credits being equal to one (1) year of experience.

**Experience:** Three (3) years of professional experience in a personnel program of a public or private organization.

**Note:** A Master's degree in business administration, personnel administration, public administration, management, or other related field may be substituted for one (1) year of the indicated experience. You must specify the type of degree(s) you have 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.**

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