

B-22



In the Matter of Scott Perelli and
Dwight Ross, Contract Administrator :
2 (PS8625G), Department of :
Environmental Protection :
:

STATE OF NEW JERSEY

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

CSC Docket Nos. 2015-1154 and :
2015-1166 :
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Examination Appeals

ISSUED: APR 16 2015 (CSM)

Scott Perelli and Dwight Ross appeal the determinations of the Division of Agency Services (Agency Services) which found that they were below the minimum requirements in experience for the promotional examination for Contract Administrator 2 (PS8625G), Department of Environmental Protection. These appeals have been consolidated due to common issues presented.

The examination at issue was announced with specific requirements that had to be met as of the closing date of May 21, 2014 (see attached). The subject examination was cancelled on November 1, 2014 since the appellants were the only applicants.

Mr. Perelli indicated on his application that he was serving provisionally in the title under test from August 2012 to the closing date, May 2014. From October 2003 to August 2012 he was a Buyer. Mr. Perelli possesses a Bachelor's degree. Agency Services credited Mr. Perelli with one year and ten months of experience based on his provisional service in the title under test but determined that the remainder of his experience was not applicable. Therefore, Mr. Perelli would need an additional one year and two months of experience to qualify for the subject examination.

Mr. Ross indicated on his application that he was serving provisionally in the title under test from August 2012 to the closing date, May 2014. From July 2010 to August 2012 and from February 2004 to October 2005 he was an Accountant 3 and from October 2005 to July 2010 he was an Administrative Analyst 4 and Administrative Analyst 3. From February 2003 to February 2004 he was an

Auditor Accountant Trainee. Mr. Ross possesses three college credits. In accordance with the substitution clause for education, Agency Services credited Mr. Ross with six years and nine months of experience but determined that the remainder of his experience was not applicable. Therefore, Mr. Ross would need an additional three months of experience to qualify for the examination.

On appeal, the appellants highlight their provisional experience in the title under test and maintain that they both have sufficient experience to qualify for the subject examination. Robin Liebeskind, Director, Division of Human Resources, and Adrienne E. Kreipke, Director, Division of Budget and Finance, verify that the appellants have performed the required duties involving contract work and contract and grant administration since as early as 2004. Therefore, they recommend that the appellants be admitted to the subject examination.

N.J.A.C. 4A:4-2.6(c) provides that 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, unless good cause is shown for an exception.

CONCLUSION

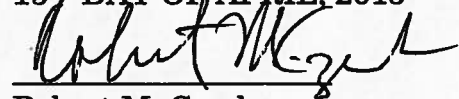
In the present matter, a review of the documentation demonstrates that initially, Agency Services correctly determined that the appellants were not eligible for the subject examination. Mr. Perelli was properly credited with one year and ten months of experience based on his provisional service in the title under test, while Mr. Ross, in accordance with the substitution clause for education, was properly credited with six years and nine of experience based on his provisional service in the title under test and other experience. Therefore, Mr. Perelli would need an additional one year and two months of experience and Mr. Ross would need an additional three months of experience to qualify for the subject examination. Primarily performing the duties of a Contract Administrator 2 would be considered out-of-title work for incumbents in the Buyer and Accountant title series. However, Ms. Liebeskind and Ms. Kreipke have verified that the appellants performed the required out-of-title duties since as early as 2004. Additionally, the subject examination was cancelled and the appellants continue to serve provisionally in the title under test. Under these circumstances, good cause exists to accept the appellants' out-of-title work experience and admit them to the subject examination.

ORDER

Therefore, it is ordered that this appeal be granted, the examination cancellation be rescinded, and the appellants' applications 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
15TH 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, NJ 08625-0312

Attachment

- c. Scott Perelli
- Dwight Ross
- Robin Liebeskind
- 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: PS8653G

WEIGHT CODE: *

TITLE: CONTRACT ADMINISTRATOR 2

SALARY: \$63,565.00 - \$90,429.00

ISSUE DATE: May 01, 2014

CLOSING DATE: May 21, 2014

TITLE CODE: 51252/E8RXR2

CLASS CODE: 26

DEPARTMENT: EPA/ENVIRONMENTAL PROTECTION

UNIT SCOPE: G403 Division of Budget and Finance

**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):

Contract Administrator 1

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.

Note: 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: Three (3) years of experience in work involving contract/grant work, project financing, construction management, fiscal administration, social services administration, and/or budget and management operations of a government or business entity, at least one (1) year of which shall have involved responsibility for some aspect of contract/grant administration.

Note: A Master's degree from an accredited college or university in Accounting, Finance, Business Administration, Public Health, Public Administration, Hospital Administration, or Social Work (with concentrations in Health, Administration, or Social Policy) may be substituted for one (1) year of the basic experience. (There is no substitution for the one (1) year of experience involving responsibility for some aspect of contract/grant work.) 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