

B-36



In the Matter of Ryan Kimble,
Assistant Recreation Supervisor
(PC0643S), Monmouth County

STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION
OF THE
CIVIL SERVICE COMMISSION

CSC Docket No. 2015-1224

Examination Appeal

ISSUED: APR 16 2015 (CSM)

Ryan Kimble appeals the determination of the Division of Agency Services (Agency Services) which found that he was below the minimum requirements in experience for the promotional examination for Assistant Recreation Supervisor (PC0643S), Monmouth County.

The examination at issue was announced with specific requirements that had to be met as of the closing date of June 21, 2014 (see attached). The subject examination was cancelled on November 1, 2014 due to a lack of eligible applicants.

The appellant indicated on his application that he was provisionally serving in the title under test from March 2014 to the closing date, June 2014. From May 2010 to March 2014 he was a Recreation Program Coordinator and from December 2004 to May 2010 he was a Recreation Leader. The appellant possesses a Bachelor's degree. Agency Services credited the appellant for his education and four months of experience based on his provisional service in the title under test, but determined that the remainder of his experience was not applicable.

On appeal, the appellant highlights his provisional service in the title under test and maintains that he has been responsible for the direct supervision, advising, assigning instructions and assignments for all of his programs and events. Therefore, he asserts that he is qualified for the subject 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. *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, New Jersey Statutes.

CONCLUSION

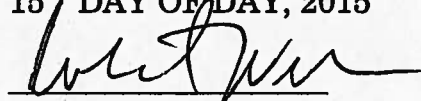
In the present matter, a review of the documentation demonstrates that initially, Agency Services correctly determined that the appellant was not eligible for the subject examination. As of the announced closing date, the appellant only had four months of applicable experience and would need an additional eight months of experience to qualify for the subject examination. However, the subject examination has been cancelled due to a lack of eligible applicants and the appellant continues to serve provisionally in the title under test. As such, good cause exists to accept the appellant's provisional experience after the closing date and admit him to the subject examination. He now has more than one year of the required experience.

ORDER

Therefore, it is ordered that this appeal be granted, the examination cancellation be rescinded, and Mr. Kimble'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
15TH DAY OF DAY, 2015



Robert Williams
Member
Civil Service Commission

Inquiries
and
Correspondence

Henry Maurer
Director
Civil Service Commission
and Labor Relations
Written Record Appeals Unit
Civil Service Commission
P.O. Box 312
Trenton, NJ 08625-0312

Attachment

- c. **Ryan Kimble**
Frank Tragno, Jr.
Kelly Glenn
Joseph Gambino

NEW JERSEY CIVIL SERVICE COMMISSION
 COUNTY AND MUNICIPAL GOVERNMENT SERVICES
PROMOTIONAL ANNOUNCEMENT



\$25.00 PROCESSING FEE REQUIRED
 Make Check/Money Order Payable to NJCSC

SYMBOL: PC0643S

WEIGHT CODE: *

TITLE: ASSISTANT RECREATION SUPERVISOR

SALARY: \$42,000.00 - \$72,900.00

ISSUE DATE: June 01, 2014

CLOSING DATE: June 21, 2014

TITLE CODE: 00682@/ FDRNR5

JURISDICTION CODE: T13000049

JURISDICTION: MONMOUTH COUNTY

DEPARTMENT: PARKS

RETURN COMPLETED APPLICATIONS TO: **ONLY ON LINE APPLICATIONS
 WILL BE ACCEPTED
 FOR THIS ANNOUNCEMENT**

Open 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 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: One (1) year of experience in professional recreation work involving the planning, promoting and development of a general professional recreation program.

Note: Possession of a Master's degree in Recreation or in Park and Recreation management from an accredited college or university may be substituted for the experience. 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.

Note: Graduation from an accredited college or university with a Bachelor's degree in Recreation or in Park and Recreation Management may be substituted for the experience. You must indicate the details of your Bachelor'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 must be met as of the closing date, including assignment to jurisdiction/department, and satisfying the permanent status requirement.
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-time and part-time permanent employees. If an employment list results from this announcement, it may be certified to fill both full-time and part-time positions. If 35- and 40-hour positions are used within the department, 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. (i.e. Police, Fire, Corrections and Sheriff).
6. 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 of regular business hours on the closing date will not change the application filing deadline, so PLEASE FILE EARLY.

DPF-256A * Revised 03/09