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STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION  
OF THE  
CIVIL SERVICE COMMISSION

In the Matter of Kerrisue Kowardy,  
Administrative Secretary (PM0243S),  
Hamilton Township

Eligibility Appeal

CSC Docket No. 2015-85

ISSUED: APR 20 2015 (LDH)

Kerrisue Kowardy appeals the determination of the Division of Selection Services<sup>1</sup> (Selection Services) that she did not meet the experience requirements for the promotional examination for Administrative Secretary (PM0243S), Hamilton Township.

The subject examination was announced with a closing date of February 21, 2014 and was open to applicants who possessed five years of experience in the capacity of a secretary to an executive or administrative official in a public or private organization. The examination was cancelled as the appellant was the only applicant.

On her application, the appellant indicated, in part, that she served provisionally, pending promotional procedures, in the subject title from September 2010 to the closing date and as a Supervising Clerk Typist from July 1998 to September 2010.<sup>2</sup> Selection Services credited the appellant with three years and six months of applicable experience based on her provisional service. However, it determined that none of her other experience was applicable.

<sup>1</sup> This function is now part of the Division of Agency Services.

<sup>2</sup> Agency records indicate, in part, that she received a regular appointment to the title of Keyboarding Clerk 4 (formerly Supervising Clerk Typist), effective November 8, 1999, and was provisionally appointed, pending promotional examination procedures to the subject title, effective September 27, 2010

On appeal to the Civil Service Commission (Commission), the appellant highlights her employment history. She states that she has over 16 years of relevant experience. In support, she submits a letter from the Director of the Department of Water Pollution Control, Richard W. Watson, who states that the appellant has performed Administrative Secretary duties as a Supervising Clerk Typist, since April 2008.

Agency records indicate that the appellant continues to serve provisionally in the subject title.

### CONCLUSION

*N.J.A.C.* 4A:4-2.6(a) provides that applicants shall meet all requirements specified in the promotional announcement by the closing date. *N.J.A.C.* 4A:4-2.6(c) provides that, except when permitted for good cause, 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.

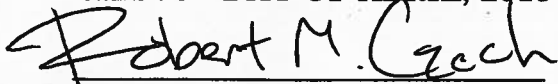
Initially, it is noted that Selection Services correctly determined that the appellant was not eligible for the subject examination as she only possessed three years and six months of applicable experience based on her provisional service. However, on appeal, the appellant submits a letter from Watson stating that she has been performing relevant duties since April 2008. The appellant was provisionally appointed to the title under test effective September 27, 2010 and continues to serve provisionally in that title. Accepting the appointing authority's verification that the appellant performed the appropriate duties since April 2008, and the fact that she continues to serve provisionally in the subject title, the appellant possesses more than the required five years of applicable experience. Nevertheless, the examination was cancelled since the appellant was the only applicant. Accordingly, good cause exists to accept the appellant's out-of-title work experience, for eligibility purposes only, and to admit her to the examination.

### ORDER

Therefore, it is ordered that this appeal be granted, the examination cancellation be rescinded and the 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 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  
Civil Service Commission  
Written Record Appeals Unit  
P.O. Box 312  
Trenton, New Jersey 08625-0312

c: Kerrisue Kowardy  
Richard Watson  
Kelly Glenn  
Joseph Gambino

