

B-15



STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION
OF THE
CIVIL SERVICE COMMISSION

In the Matter of Lauren Sedberry,
Principal Account Clerk (M0647S),
Wildwood Crest

Examination Appeal

CSC Docket No. 2015-2861

ISSUED: **MAY 21 2015** (SLK)

Lauren Sedberry appeals the determination of the Division of Agency Services (Agency Services) that she did not meet the experience requirement for the open competitive examination for Principal Account Clerk (M0647S), Wildwood Crest.

The examination at issue was announced with specific requirements that had to be met as of the January 21, 2015 closing date (see attached). A total of six individuals applied for the examination and three were deemed eligible. Certification OL150496 was issued containing the names of the three eligibles. The certification's disposition is due July 20, 2015. The list expires on April 15, 2018. It is noted that the subject examination was conducted as a qualifying unassembled examination and all eligibles received a score of 76.550.

Ms. Sedberry indicated on her application that she was provisionally serving in the subject title from May 2014 to the January 21, 2015 closing date, a Financial Support Specialist for Edmunds & Associates from November 2008 to May 2014, and a Payroll Clerk for Agate Construction from April 2007 to September 2007. Agency Services credited her with six months of experience for her work as a Payroll Clerk, but did not credit her other experience. As such, it determined that the appellant lacked one year and six months of experience.

On appeal, Ms. Sedberry explains that as a Financial Support Specialist for five and one-half years, she performed bank reconciliations, prepared financial statements, reconciled subsidiary accounts, prepared and posted journal entries,

and performed accounts payable duties for various municipal clients. The appellant also highlights that she was responsible for supervising and training three new employees.

CONCLUSION

N.J.A.C. 4A:4-2.3(b)2 requires applicants to possess all the requirements specified in an announcement for an open competitive examination by the closing date.

In the present matter, the appellant should be admitted to the examination. On her initial application, the appellant indicated that as a Financial Support Specialist for five and one-half years she installed, implemented, and trained personnel in many institutions on the use of accounting software, and she assisted and trained personnel on a variety of accounting duties in the required area. Agency Services determined that this experience was not applicable as it was in training and providing software support. However, applications are reviewed in a manner that ensures that the integrity of the State classification system is maintained and consistently applied, applicable experience is considered, regulatory requirements are satisfied, and for the Civil Service Commission (Commission), equitable concerns specific to each situation are addressed. Thus, experience should be evaluated in the context of the environment in which the applicant works. *See In the Matter of Karen Dolan, et al.* (MSB, decided July 19, 2006) (Logical nexus existed between the duties performed by appellants and those required to establish eligibility for the title under test). Therefore, in reviewing the appellant's experience in the context of the environment in which she worked, and her clarification of those duties on appeal, the appellant performed the required duties as well as trained other staff members. Further, as the appellant was assisting others in the performance of the required duties, the appellant demonstrated that her duties consisted of more than the theoretical presentation of principles and that her primary responsibility in this position included the practical application of the required duties in real life situations. Consequently, the Commission is satisfied that the appellant's five and one-half years as Financial Support Specialist is applicable experience. The Commission also notes that the appellant had nine months of applicable experience while serving provisionally in the subject title as of the January 2015 closing date and an additional six months of applicable experience as a Payroll Clerk. Therefore, the appellant has a total of six years and nine months of applicable experience as of the closing date. As such, the appellant has met her burden of proof and it is appropriate to add the appellant's name to the subject list for current appointment consideration.

ORDER

Therefore, it is ordered that this appeal be granted, the appellant's application be processed, and she be added to the outstanding certification for current employment opportunities.

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 20th DAY OF MAY, 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**

Attachment

**c: Lauren Sedberry
Janelle Holzmer
Ken Connolly
Kelly Glenn
Joseph Gambino**



Job Announcements

Symbol: M0647S Title: **PRINCIPAL ACCOUNT CLERK**

Issue Date: 07/29/2014

Closing Date: 01/21/2015

Jurisdiction: WILDWOOD CREST

Salary: \$20,000.00 - \$45,000.00 Per Year

Num. of Positions: 1

Workweek: 32.50 Hours per week

Application Fee: \$25.00

OPEN TO RESIDENTS OF:

1) Wildwood Crest Borough 2) Cape May County

REQUIREMENTS:

EXPERIENCE: Two (2) years of experience in the preparation, maintenance and/or review and verification of financial records.

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.

Customer Care and Technical Support: If you are having difficulty submitting your application online, customer care and technical support 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.

SPECIAL NOTES:

This announcement was originally posted from June 29, 2014, through August 19, 2014, and is now being amended to widen the residency requirement. If you filed an application during the original filing period, you do not need to submit an additional application during this extending filing period.

IMPORTANT INFORMATION:

1. NJAC 4A:4-2.3(b) states that all requirements must be met as of the closing date.
2. Online applications must be completed and submitted by the closing date listed above.
3. **You must complete your application in detail.** Your score may be based on a comparison of your background with the job requirements. **Failure to complete your application properly may lower your score or cause you to fail.**
4. If an employment list results from this announcement, it may be certified to fill full-time and part-time positions.
5. If the announcement is open to residents of more than one jurisdiction, the eligible list will be ranked according to that residency sequence. Please click here for additional information.
6. Effective September 1, 2011, the New Jersey First residency law was enacted. Please click here for additional information.
7. In accordance with Public Law 2010 c. 26, Veterans pay a reduced application fee of \$15.00 if they have previously established Veteran's Preference with the DMAVA (as defined by NJSA 11A:5-1 et seq) or their claim is approved by DMAVA at least 8 days prior to the issuance of the eligibility list. Please note this reduced fee does not apply to Public Safety titles.

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