

B-31



STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION
OF THE
CIVIL SERVICE COMMISSION

In the Matter of Matthew Kraemer,
Network Administrator 1 (PS9190P),
Law and Public Safety

Examination Appeal

CSC Docket No. 2015-2284

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

Matthew Kraemer appeals the determination of the Division of Selection Services¹ (Selection Services) that he was below the minimum requirements in experience for the promotional examination for Network Administrator 1 (PS9190P), Law and Public Safety.

The examination at issue was announced with specific requirements that had to be met as of the September 22, 2014 closing date (see attached). A total of two employees applied for the subject examination that resulted in a list of one eligible with an expiration date of January 21, 2018. No certifications have been issued.

On his application, Mr. Kraemer indicated that he was provisionally serving in the subject title from May 2014 to the September 22, 2014 closing date, an Information Technology Specialist from April 2012 to May 2014, a Software Development Specialist Assistant from April 2005 to April 2012, an Easy Tech Assistant for Staples from February 2010 to July 2010, a Postal Clerk from November 2004 to April 2005, an Operations and Fan Development for Trenton Titans Hockey Team from October 1999 to April 2004, and a Summer Camp Staff for Hamilton Township from July 1996 to September 2003. The appellant also indicated that he possessed 60 college credits. Selection Services credited him with two years of experience for his education, five months for his provisional service in the subject title, and two years and two months for his employment as an Information Technology Specialist, but determined that his other experience was

¹ Now known as the Division of Agency Services.

not applicable. As such, per the substitution clause for education, it determined that he lacked two years and five months of experience.

On appeal, Mr. Kraemer submits a statement from Joy Vitoritt, Senior Executive Service, which confirms that the appellant was assigned network administration duties since 2005 due to business necessity while he was a Software Development Specialist Assistant. Mr. Kraemer also submits other documentation demonstrating that he was regularly performing network administration duties as a Software Development Specialist Assistant.

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.

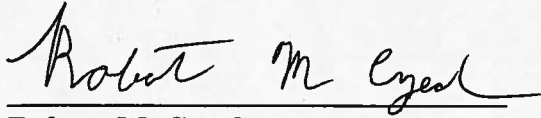
Initially, it is noted that Selection Services correctly determined that the appellant was not eligible for the subject examination. Mr. Kraemer was credited with four years and seven months of experience based on his college credits, his provisional service in the subject title, and his employment as an Information Technology Specialist and would need two years and five months of relevant experience to establish eligibility. Any relevant experience the appellant gained as a Software Development Specialist Assistant would be out-of-title-work. However, Ms. Vitoritt has verified that Mr. Kraemer performed the required out-of-title duties from April 2005 to April 2012 due to the appointing authority's business necessity. Additionally, the examination situation is not competitive as there is only one eligible on the list and the appellant continues to serve provisionally in the title under test. Accordingly, good cause exists to accept the appellant's out-of-title work experience, for eligibility purposes only, and to admit him to the examination.

ORDER

Therefore, it is ordered that the appeal be granted, and Matthew Kraemer'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 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: Matthew Kraemer
Mirella Bednar
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: PS9190P	WEIGHT CODE: *
TITLE: NETWORK ADMINISTRATOR I	SALARY: \$64,677.00 - \$92,012.00
ISSUE DATE: September 01, 2014	CLOSING DATE: September 22, 2014
TITLE CODE: 10107/IURXR2	CLASS CODE: 26
DEPARTMENT: LPA/LAW & PUBLIC SAFETY	APPLICATION DEADLINE: September 25, 2014
UNIT SCOPE: P860 OAG/Administration	

**ONLY ON LINE APPLICATIONS
 WILL BE ACCEPTED
 FOR THIS ANNOUNCEMENT**

Open to employees in the non-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), and meet the requirements listed below:

Information Technology Specialist

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 who meet the requirements listed:

Education: Graduation from an accredited college or university with a Bachelor's degree which must include a minimum of eighteen (18) semester hours of credit in mathematics, computer science and/or information technology. You must indicate the total number of college credits completed to date on your application. You must provide proof of the specific credit requirement. You must attach a copy of your transcript to 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 Bachelor's degree but possess the 18 semester hour credits may substitute additional experience as indicated below 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 the development, implementation, and maintenance of multi-network, multi-user Local Area Networks (LAN), Metropolitan Area Networks (MAN), and/or Wide Area Networks (WAN) environments.

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.

Note: Evidence of formal training in Computer Science/Information Technology received at an accredited institution may be submitted with your application for evaluation by the Civil Service Commission for possible credit. These training courses will be examined to see how they compare, both in hours/content, to college courses to which they equate, sixteen (16) training hours being equal to one (1) college credit. In-house training courses will not be accepted as meeting this criteria; thus, they will not be evaluated.

NOTE: All requirements must be met as of the above closing date, however applications will be accepted up to and including September 25, 2014.

SPECIAL NOTE: IF YOU FILED AN APPLICATION FOR THIS ANNOUNCEMENT DURING THE ORIGINAL POSTING PERIOD YOU DO NOT HAVE TO FILE AGAIN, unless you would like to supplement your original application based on this amendment. If you file a supplemental application, please do not send an additional application fee.

Amended 9/11/14

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