

B-28



STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION  
OF THE  
CIVIL SERVICE COMMISSION

In the Matter of Alexander Reinert,  
Personnel Technician (C0767S),  
Atlantic County

Examination Appeal

CSC Docket No. 2015-2278

ISSUED: **MAY 08 2015** (RE)

Alexander Reinert appeals the determination of the Division of Agency Services (DAS) which found that he did not meet the experience requirements for the open competitive examination for Personnel Technician (C0767S), Atlantic County.

The subject examination announcement was issued with a closing date of October 14, 2014. The examination was open to residents of Atlantic County who met the announced requirements. These requirements included graduation from an accredited college or university with a Bachelor's degree, and one year of technical experience in personnel work including position classification, compensation, employee benefits administration, testing, interviewing, and/or related functions. Applicants who did not meet the indicated education requirement could substitute additional work experience as described on a year-for-year basis, with thirty semester hour credits being equal to one year of experience. Possession of a Master's Degree in Personnel Administration, Applied Psychology, or other related fields could be substituted for one year of the indicated experience. The appellant was found to be below minimum requirements in experience. It is noted that one candidate appears on the eligible list, which has been certified once, but no appointments have yet been made.

On his application, the appellant indicated that he possessed the Bachelor's degree, and a Master's degree in Criminal Justice. He listed six positions on his application and resume: provisional Personnel Technician, Security Officer with Valor Security Services (part-time, 8 hours per week); Security Officer with Valor

Security Services full-time; Census Enumerator with the U.S. Department of Commerce (part-time, 8 hours per week); Community Service Officer at Rutgers University (no hours given); and Front Desk Associate with Biscayne Suites Hotel. He was credited with two months of experience in his provisional position, and therefore, was found to be lacking 10 months of qualifying experience.

On appeal, the appellant states that, as a Security Supervisor, he was tasked with investigating both incidents impacting the safety of the property and the complaints made by other Security Officers. He would ask questions of an officer in order to determine the situation of their grievance and bring the situation to the attention of the Security Director. When openings occurred for the title of Security Officer, he would review the incoming applications, determine who were best qualified, and inform the Director of those individuals who best qualified for the position. After the Director determined who would be interviewed, he contacted the individuals and set up interviews. He would interview the applicants and take notes on their answers, inform the Director of those who best fit the position, and schedule additional interviews for the Director. During the yearly performance reviews, he would complete the Supervisor section and rate each Security Officer's qualities and comments for improvement. A routine task he performed as a Security Supervisor was that of records and files maintenance. Each member of the security staff had their own personnel file which had to be updated with salary increases, uniform materials issued to them, and monthly training. The appellant assisted with ensuring that training objectives were met and transferred all paper documentation on completed training to a computer database established by the computer for tracking training progress. Also, he trained the newly hired Security Officers on aspects of the job.

*N.J.A.C. 4A:4-2.3(b)* provides that applicants shall meet all requirements specified in the open competitive examination announcement by the closing date.

## CONCLUSION

A review of the appellant's application reveals that he does not meet the announced requirements. Qualifying experience has the announced experience as the *primary focus*. Mr. Reinert's provisional position has applicable duties; however, his remaining positions do not. Those positions are in the security field, involve census work, or are in hospitality. The appellant's position as a Security Supervisor involved supervisory responsibilities for Security Officers. Supervisors are responsible for making available or obtaining materials, supplies, equipment, and/or plans necessary for particular tasks. They provide on-the-job training to subordinates when needed, and make employee evaluations based on their own judgment. They have the authority to recommend hiring, firing, and disciplining employees. See *In the Matter of Julie Petix* (MSB, decided January 12, 2005.) However, while they may perform some personnel-related administrative tasks, the

primary focus of the position is supervising work, in this case, security duties. The appellant's experience in the position Security Supervisor is not applicable as it does not have the announced experience requirement as the primary focus.

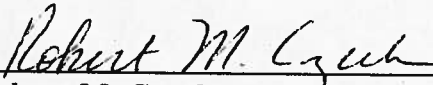
An independent review of all material presented indicates that the decision of DAS that the appellant did not meet the announced requirements for eligibility by the closing date is amply supported by the record. The appellant provides no basis to disturb this decision. Thus, the appellant has failed to support his burden of proof in this matter.

**ORDER**

Therefore, it is ordered that this appeal be denied.

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 6<sup>th</sup> DAY OF MAY, 2015

  
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