

B-36

STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION
OF THE
CIVIL SERVICE COMMISSION

In the Matter of Clarissa Grieco,
Coordinator of Contractual
Operations (C0487S), Essex County

Examination Appeal

CSC Docket No. 2015-1684

ISSUED: **MAY 11 2015** (SLK)

Clarissa Grieco appeals the determination of the Division of Selection Services¹ (Selection Services) that she was below the minimum requirements in experience for the open competitive examination for Coordinator of Contractual Operations (C0487S), Essex County.

The examination at issue was announced with specific requirements that had to be met as of the June 26, 2014 closing date (see attached). A total of 12 individuals applied for and two were deemed eligible for the subject examination. Certification OL141560 was issued containing the names of the two eligibles and the disposition has not yet been returned. The eligible list expires on November 27, 2017.

Ms. Grieco indicated on her application that she was a Data Processing Programmer Technician/Contracts for 24 hours per week from June 2008 to the June 26, 2014 closing date, a Program Specialist 3 for 24 hours per week from May 2005 to May 2008, a Budget Analyst² from October 2004 to May 2005, an Assistant Vice President/Branch Manager for Independence Community Bank from October 1999 to January 2003, an Assistant Vice President/Branch Manager for Hudson Community Bank from March 1994 to September 1999, and an Assistant Branch Manager for Valley National Bank from October 1989 to February 1994. Selection Services did not credit Ms. Grieco with any applicable experience. It indicated that her experience as a Data Processing Programmer Technician/Contracts was not applicable because she did not indicate that she negotiated with vendors to resolve contractual obligation problems.

¹ Now known as the Division of Agency Services.

² Ms. Grieco's application and appeal indicate that she was a Budget Analyst; however, personnel records indicate that her position was Budget Examiner.

On appeal, Ms. Grieco states that she served 13 years as a branch manager and as an assistant vice-president for various financial institutions. In these positions, she provides that some of her duties included preparing commercial contracts for business loans and developing and analyzing business and financial plans for clients. The appellant presents that as a Budget Analyst for the appointing authority, her duties included participating on the County Negotiation Team where they negotiated 10 collectively bargained union contracts. She further explains that in this position, she conducted financial investigations on contractors and prepared detailed reports regarding technical budget matters that contained findings, conclusions, and recommendations. Ms. Grieco provides that as a Program Specialist 3 her duties included monitoring the contractual obligations of service providers, ensuring that contractual services were in compliance with program guidelines, and visiting sites and reviewing supporting documents to ensure compliance. The appellant represents that as a Data Processing Programmer Technician/Contracts she administered computerized financial information management systems to prepare statistical demographic reports for various community health service programs and to maintain statistical information in their database. Additionally, Ms. Grieco maintains that in this position, she continues to provide contractual operation support by monitoring and reviewing service provider contractual obligations.

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. Further, *N.J.A.C.* 4A:1-1.2(c) states that the Civil Service Commission (Commission) may relax a rule for good cause in order to effectuate the purposes of Title 11A, New Jersey Statutes.

Initially, Selection Services correctly determined that the appellant did not meet the required experience as of the June 21, 2014 closing date as she did not indicate in her application that as a Data Processing Programmer Technician/Contracts she negotiated with vendors to resolve contractual obligations. However, the appellant did indicate in her application that she performed similar duties by serving as a liaison between the program coordinators and vendors in order to handle complaints regarding contractual operations. Therefore, although Ms. Grieco's experience does not precisely mirror the requirements contained in the announcement, the Commission is satisfied that the totality of her experience as a Data Processing Programmer Technician/Contracts, which included being part of a team that collectively negotiated union contracts as far back as June 2008, warrants her admission to the subject examination. Furthermore, this is not a competitive situation as there are only two names on the eligible list. Therefore, under these circumstances, good cause exists to relax the

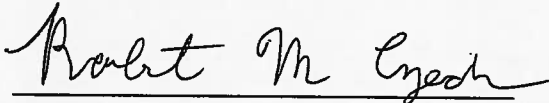
provisions of N.J.A.C. 4A:4-2.3(b)2 and accept the totality of Ms. Grieco's experience, for eligibility purposes only, and admit her to the subject examination.

ORDER

Therefore, it is ordered that this appeal be granted and Ms. Grieco'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 DAY OF, 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: Clarissa Grieco
Alan Abramowitz
Kelly Glenn
Joseph Gambino



Job Announcements

[← back](#)

printable version

Symbol: C0487S

Title: COORDINATOR OF CONTRACTUAL OPERATIONS

Issue Date: 06/05/2014

Closing Date: 06/26/2014

Jurisdiction: ESSEX COUNTY

Salary: \$39,514.00 - \$63,020.00 Per Year

Num. of Positions: 1

Workweek: 40 Hours per week

Application Fee: \$25.00

OPEN TO RESIDENTS OF:

Essex County

REQUIREMENTS:

EXPERIENCE: Three (3) years of experience in either (1) ensuring compliance with terms of contracts, negotiating with vendors to resolve problems of contractual obligations, and determining what action should be taken to ensure compliance with provisions of contract, or (2) in supervision of a retail business operation including purchasing, retail merchandising, and cost analysis.

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.

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.

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. Effective September 1, 2011, the New Jersey First residency law was enacted. Please click here for additional information.
6. 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.
 - Read Description of Job and Specification: **05606**
 - **Click here to apply via the Online Application System**

[← back](#)

Copyright © State of New Jersey,
Civil Service Commission
P.O. Box 310
Trenton, NJ 08625