

B-67



STATE OF NEW JERSEY

In the Matter of Ralph Manfredi III,
Mechanic / Senior Public Works
Repairer (PM1045S), Monroe
Township

FINAL ADMINISTRATIVE ACTION
OF THE
CIVIL SERVICE COMMISSION

CSC Docket No. 2015-1876

Examination Appeal

ISSUED: MAY 08 2015 (JET)

Ralph Manfredi III appeals the determination of the Division of Agency Services (Agency Services) that he did not meet the experience requirement for the promotional examination for the dual title Mechanic/Senior Public Works Repairer (PM1045S), Monroe Township. A dual title is a title that combines two separate classifications into one classification. Applicants for dual titles need to meet the requirements for both titles in order to be deemed eligible.

The examination at issue was announced with specific requirements that had to be met as of the August 21, 2014 closing date (see attached). It is noted that the appellant did not indicate on the employment application that he possesses one year of training in automotive technology from an accredited community college or vocational school that is required to establish eligibility for Mechanic. Thus, the appellant required three years of applicable experience per the substitution clause. It is noted that the subject examination was cancelled on November 26, 2014 since the appellant, the only applicant, was found ineligible for the examination.

On his application, the appellant indicated that he served as a Public Works Repairer from February 2008 to August 2014. Official personnel records indicate that he served as a Laborer 1 from February 2008 to April 2010, as a Public Works Repairer from April 2010 to May 2014, and as a provisional Mechanic/Senior Public Works Repairer from May 2014 to the closing date. Agency Services credited the appellant with two months of applicable experience for his work as a provisional Mechanic/Senior Public Works Repairer. Agency Services also credited the appellant with six years and five months of applicable public works experience as a

Laborer 1 and as a Public Works Repairer. However, it could not credit him with any applicable experience for the Mechanic portion of the title as mechanic experience is considered out-of-title work for a Public Works Repairer. Accordingly, per the substitution clause, Agency Services determined that the appellant lacked two years and 10 months of applicable experience needed to establish eligibility for the Mechanic portion of this examination.

On appeal, the appellant maintains he meets the experience requirement for the subject examination. Further, he states that he has been assisting with the maintenance of trucks since he was hired in 2008, and he has been responsible for maintaining the entire fleet of trucks for the last four years. He adds that he also has six years of experience in repairing sewer mains. In support, the appellant submits a letter from Jerry G. Moore, Executive Director, who confirms that the appellant has assisted with maintenance of trucks since the time of his appointment in 2008. He adds that the appellant has been performing the duties of a Mechanic/Senior Public Works Repairer for the last four years. Moreover, Mr. Moore provides a certificate to show that the appellant completed a course in Small Engine Service.

Official personnel records indicate that the appellant continues to serve as a provisional Mechanic/Senior Public Works Repairer.

CONCLUSION

N.J.A.C. 4A:4-2.6(a)2 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 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, unless good cause is shown for an exception.

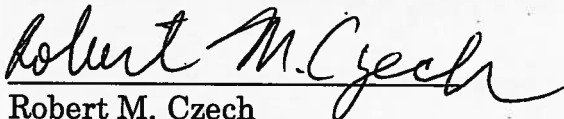
Initially, Agency Services correctly determined that the appellant was not eligible for the Mechanic portion of the subject examination. Primarily performing mechanic duties would be considered out-of-title work for incumbents in the Public Works Repairer title. However, the appointing authority verified that he performed the applicable duties of a Mechanic since 2008. Further, the appellant continues to serve as a provisional Mechanic/Senior Public Works Repairer and the examination was cancelled since the appellant was the only applicant. Under the totality of the circumstances, it appears that the appellant has, at the very least, three years of experience required by the titles under test. Accordingly, taking into consideration the number of years the appellant has performed the applicable work of a Mechanic and the unequivocal endorsement he has received from the appointing authority, good cause exists to accept the appellant's out-of-title work, for eligibility purposes only, and admit him to the examination.

ORDER

Therefore, it is ordered that this appeal be granted, the cancellation of the examination be rescinded and the appellant'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 6th DAY OF MAY, 2015**



Robert M. Czech
Chairperson
Civil Service Commission

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and
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c: Ralph J. Manfredi, III
Jerry G. Moore
Kelly Glenn
Joseph Gambino

NEW JERSEY CIVIL SERVICE COMMISSION
COUNTY AND MUNICIPAL GOVERNMENT SERVICES
PROMOTIONAL ANNOUNCEMENT



\$25.00 PROCESSING FEE REQUIRED
Make Check/Money Order Payable to NJCSC

SYMBOL: PM1045S

WEIGHT CODE: *

TITLE: MECHANIC/SENIOR PUBLIC WORKS REPAIRER

SALARY: \$44,000.00 - \$100,000.00

ISSUE DATE: August 01, 2014

CLOSING DATE: August 21, 2014

TITLE CODE: 06503/ HCRHR2

JURISDICTION CODE: C08110400

JURISDICTION: MONROE TWP

DEPARTMENT: UTILITIES AUTHORITY

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

Open to employees in the competitive division who have an aggregate of one year of continuous permanent service as of the closing date and are currently serving in the following title(s):

Mechanic/Public Works Repairer 07538

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 meet the requirements listed below:

Training: Successful completion of one (1) year of training in automotive technology at an accredited community college or vocational school.

Experience: Two (2) years of experience in the maintenance and repair of various types of motor vehicles and/or construction equipment such as bulldozers, tractors, cranes, road graders, power shovels, or similar equipment.
AND

Two (2) years of experience in the construction, maintenance, and repair of streets, sewer, water, sanitation, or other public works facilities or similar heavy construction.

Note: Applicants who do not possess the required year of formal training may substitute one (1) additional year of experience as outlined above.

Note: Possession of a certificate as an automotive mechanic issued by the National Institute for Automotive Service Excellence may be substituted for one (1) year of formal training as indicated above. If you have the required certification, you must indicate this on your application; proof of the certification must be uploaded with your application. Failure to do so will result in rejection from the examination process.

License: Appointees will be required to possess a valid New Jersey driver's license. 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.

IMPORTANT INFORMATION

1. NJAC 4A:4-2.6 states that all requirements listed must be met as of the closing date, including assignment to jurisdiction/department, and satisfying the permanent status requirement.
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-time and part-time permanent employees. If an employment list results from this announcement, it may be certified to fill both full-time and part-time positions. If 35- and 40-hour positions are used within the department, 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. (i.e. Police, Fire, Corrections and Sheriff).
6. 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 of regular business hours on the closing date will not change the application filing deadline, so PLEASE FILE EARLY.

DPF-256A * Revised 03/09