



STATE OF NEW JERSEY

In the Matter of Lindsey Mason, Administrative Analyst 1, Fiscal Management (PS9490H), Department of Health

CSC Docket No. 2015-2890

FINAL ADMINISTRATIVE ACTION OF THE CIVIL SERVICE COMMISSION

Examination Appeal

ISSUED: JUN 1 9 2015 (JET)

Lindsey Mason appeals the determination of the Division of Agency Services (Agency Services) that she did not meet the experience requirement for the promotional examination for Administrative Analyst 1, Fiscal Management (PS9490H), Department of Health.

The promotional examination was announced with specific requirements which had to be satisfied by the December 22, 2014 closing date (see attached). Two applicants were admitted for the subject examination which was held on June 5, 2015. To date, no certifications have been issued and no appointments have been made.

On her application, the appellant reported that she possessed a Bachelor's degree supplemented by the 21 semester hour credits as indicated in the requirements. Agency Services credited the appellant for her education. The appellant also listed that she served as a provisional Administrative Analyst 1, Fiscal Management from July 2014 to the closing date, as a Health Data Specialist 1 from June 2010 to June 2014, as a Health Data Specialist 2 from January 2004 to May 2010, as a Health Data Specialist 3 from September 2004 to December 2004, as a Data Processing Programmer 3 from September 2002 to August 2004, and as a Senior Fiscal Analyst from June 2001 to August 2002. Official personnel records indicate that the appellant served as a Health Data Specialist 2 from December 11, 2004 to June 5, 2010, as a Health Data Specialist 3 from August 7, 2004 to December 11, 2004, as a Data Processing Programmer 3 from September 21, 2002 to

August 7, 2004, and as a Senior Fiscal Analyst from June 18, 2001 to September 21, 2002. Agency Services credited the appellant with one year and nine months of applicable experience for her work as a provisional Administrative Analyst 1 and as a Senior Fiscal Analyst, but it did not find any of her other experience applicable. Accordingly, the Division of Selection Services determined that the appellant lacked two years and three months of experience.

On appeal, the appellant maintains that she meets the experience requirement for the subject examination. Specifically, the appellant explains that her duties include statistical analysis, fiscal analysis, organizational analysis, and budget analysis, The appellant adds that she is responsible for projecting the budget, anticipating budget shortfalls and overages, collecting data, and making statistical evaluations. The appellant contends that the budget projections include addressing cost overruns, dollar surpluses, and budget transfers. Further, the appellant avers that she trains and supervises staff, makes recommendations for her unit and assists with management operations. She adds that she has revised existing methods of data collection for federal grant reporting. Moreover, the appellant explains that she performed the applicable duties of an Administrative Analyst 1, Fiscal Management while serving in her prior positions as a Health Data Specialist 1 and Health Data Specialist 2.

In support, the appellant submits a letter from Eric Anderson, Director of Management and Administration, who states that the appellant has been performing the duties of an Administrative Analyst 1, Fiscal Management since Specifically, Anderson confirms that the appellant has been required to perform fiscal, budget, and financial management analysis and adds that she has been responsible for collecting data, evaluating statistical information, analyzing economic variables, forecasting various budget scenarios, predicting budget shortfalls and overages, ascertaining budget amounts, overseeing employees, and training staff. Further, Anderson asserts that the appellant is the only employee in her unit who is knowledgeable about statistical techniques which she uses to ascertain various expenditures. Anderson adds that the appellant assists with effectively proposing and administering a complex budget, and senior staff has used her work to determine how to properly use budget resources. Moreover, Anderson contends that the appellant assisted in designing a database in order to maintain the efficiency of the unit.

Official personnel records indicate that the appellant continues to serve provisionally in the subject title.

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, 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.

The appellant argues that she is qualified for the examination and she performed the applicable duties to meet the requirements of an Administrative Analyst 1, Fiscal Management while serving in her previous positions as a Health Data Specialist 1 and Health Data Specialist 2. Further, the appellant's supervisor and the Director of Management and Administration submitted a letter verifying that she performed the applicable duties of the subject title since 2010. Further, the appellant continues to serve as a provisional Administrative Analyst 1, Fiscal Management. Moreover, the examination is not competitive as there are only two other applicants. Accordingly, good cause exists to accept the appellant's out-of-title work experience for eligibility purposes only, and admit her to the examination.

ORDER

Therefore, it is ordered that this appeal be granted, 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 17th DAY OF JUNE, 2015

Robert M. Czech

Chairperson

Civil Service Commission

Inquiries

Henry Maurer

and

Director

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Division of Appeals & Regulatory Affairs

Civil Service Commission Written Record Appeals Unit

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c: Lindsey Mason
Eric Anderson
Loreta Sepulveda
Kelly Glenn
Kenneth Connolly
Joseph Gambino

Page 1 of 1 **PrintState**

NEW JERSEY CIVIL SERVICE COMMISSION-STATE SERVICE

PROMOTIONAL ANNOUNCEMENT



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

SYMBOL: PS9490H

TITLE: ADMINISTRATIVE ANALYST 1 FISCAL MANAGEMENT

ISSUE DATE: December 01, 2014 TITLE CODE: 50076H/LXRXR9

DEPARTMENT: HLA/HEALTH

UNIT SCOPE: H200 Management and Administration

WEIGHT CODE: *

SALARY: \$74,252.00 - \$105,891.00

CLOSING DATE: December 22, 2014

CLASS CODE: 29

ONLY ON LINE APPLICATIONS WILL BE ACCEPTED FOR THIS ANNOUNCEMENT

Open to employees in the 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):

Administrative Analyst 2 Fiscal Management

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:

Education: Graduation from an accredited college or university with a Bachelor's degree, including or supplemented by twenty-one (21) semester hour credits in any combination of Accounting, Business Administration, Economics, or Finance courses. You must provide proof of the specific credit requirement. You must attach a copy of your transcript to your application. (Foreign transcripts must be evaluated by a recognized evaluation service.) Failure to do so will result in rejection from the examination process.

Experience: Four (4) years of experience in work involving fiscal analysis and evaluation, budgeting, and management operations in government, business, and/or management consulting firm.

Note: Applicants who do not possess the Bachelor's degree but who do possess the twenty-one (21) semester hour credits as listed above, may substitute the remaining education with experience as indicated above on a year for year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

Note: A Master's degree in one of the areas listed above may be substituted for one (1) year of experience; a Doctorate in one of the areas listed above may be substituted for two (2) years of experience. You must indicate the details of your Master's/Doctorate degree on 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.

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: This announcement may be tested via the Supervisory Test Battery, a computer-administered exam. For information regarding the Supervisory Test Battery, please refer to our website http://www.state.nj.us/csc/seekers/about/steps/step7.html.

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 extended action 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

