

B-43



STATE OF NEW JERSEY

In the Matter of Lisa Cavanagh,
Administrative Analyst 2,
Department of Transportation

FINAL ADMINISTRATIVE ACTION
OF THE
CIVIL SERVICE COMMISSION

CSC Docket No. 2015-2895

Request for Administrative Relief

ISSUED: JUN 05 2015 (JET)

The Division of Agency Services (Agency Services), on behalf of the Department of Transportation, requests that Lisa Cavanagh's out-of-title work experience be accepted to qualify her for a prospective promotional examination for Administrative Analyst 2, Department of Transportation.

By way of background, Cavanagh is currently serving as an Administrative Assistant 2, and her experience was reviewed by the former Division of Selection Services (Selection Services)¹ as part of a pre-appointment evaluation to determine if she possessed the necessary qualifications for the subject title. It is noted that the requirements for Administrative Analyst 2 are graduation from an accredited college or university with a Bachelor's degree, and three years of experience involving the review, analysis, and evaluation of budget, organization, administrative practices, operational methods, management operations, or data processing applications, or any combination thereof, which shall have included responsibility for the recommendation, planning, and/or implementation of improvements in a business or government agency. Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis with 30 semester hour credits being equal to one year of experience. A Master's degree in Public Administration, Business Administration, Economics, Finance, or Accounting may be substituted for one year of indicated experience. It is noted that Cavanagh requires seven years of experience since she does not possess a Bachelor's degree. Based on its evaluation, Selection Services determined

¹ Now the Division of Agency Services.

that Cavanagh's experience included 12 years and 8 months of applicable out-of-title experience as an Administrative Assistant 2.

In the instant matter, Agency Services asserts that the appellant continues to perform the duties of an Administrative Analyst 2 due to prolonged staff shortages and business necessity. In addition, Michael Davis, Regional Director, Central Region, and the appointing authority have confirmed that Cavanagh has been performing the duties of an Administrative Analyst 2 since June 1, 2002. Therefore, Agency Services recommends approval of this request.

CONCLUSION

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. *N.J.A.C. 4A:1-1.2(c)* provides that a rule may be relaxed for good cause in a particular situation.

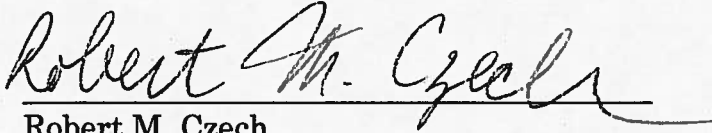
In the present matter, the Department of Transportation and Agency Services have verified that Cavanagh has been performing relevant duties for more than seven years. Further, Agency Services recommends approval of this request and verifies that Cavanagh had been performing out-of-title work as an Administrative Analyst 2 due to staff shortages and business necessity. Under these circumstances, good cause exists to accept Cavanagh's out-of-title work experience in order to qualify her for a prospective promotional examination for Administrative Analyst 2, Department of Transportation.

ORDER

Therefore, it is ordered that this request be granted and Lisa Cavanagh's applicable out-of-title experience be accepted for a prospective promotional examination for Administrative Analyst 2, Department of Transportation. Lisa Cavanagh is to provide a copy of this decision with her promotional application upon announcement of the examination. Finally, Agency Services should accept all documented and verified out-of-title work from other applicants who may apply to this specific prospective promotional examination 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 3rd DAY OF JUNE, 2015



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