

## STATE OF NEW JERSEY

# FINAL ADMINISTRATIVE ACTION OF THE CIVIL SERVICE COMMISSION

In the Matter of Jeffrey Foster, Administrative Analyst 2 (Data Processing) (PS2858K), Division of Family Development

CSC Docket Nos. 2015-3053

**Examination Appeal** 

**ISSUED: JUL** 1 6 2015 (SLK)

Jeffrey Foster appeals the determination of the Division of Agency Services (Agency Services) that he did not meet the experience requirements for the promotional examination for Administrative Analyst 2 (Data Processing) (PS2858K), Division of Family Development.

The examination at issue was announced with specific requirements that had to be met as of the February 21, 2015 closing date (see attached). A total of 24 employees applied for the subject examination and 15 were admitted. The examination test date has not been set.

Mr. Foster indicated on his application that he was an Information Technology Specialist from June 2012 to the February 21, 2015 closing date, a Senior Technician, Management Information Systems from September 2007 to June 2012, a Technician, Management Information Systems from October 2005 to September 2007, a Team Lead – Computer Operations for the Law School Admission Council from April 2005 to October 2005, a Computer Room Supervisor/Facility Manager for Ceridian Small Business, Inc. from June 1997 to April 2005, a Lead Computer/Production Operator for Ceridian Small Business, Inc. from September 1993 to June 1997, a Computer Operator for JCI Data Processing from March 1993 to September 1993, and a Production Operator for Automatic Data Processing from October 1992 to March 1993. Personnel records indicate that the appellant was an Information Technology Specialist from June 2012 to the February 21, 2015 closing date, an Administrative Analyst 3 (Data Processing) from November 2011 to June 2012, a Senior Technician, Management Information

Systems from September 2007 to November 2011, and a Technician, Management Information Systems from October 2005 to September 2007. The appellant also indicated that he possessed 68 college credits. Agency Services credited the appellant with two years and three months of experience based on his education and two years and nine months of experience based on his experience as an Information Technology Specialist, but determined that he lacked two years of experience.

On appeal, Mr. Foster asserts that he has over 10 years of applicable experience. Specifically, the appellant describes how his nearly three years of experience in his current position as an Information Technology Specialist is applicable experience. The appellant also presents that as a Technician, Management Information Systems for nearly two years and as a Senior Technician, Management Information Systems for over four and a half years, he supported and administered software systems by performing certain technical troubleshooting, administering user rights, and training. He also prepared management reports regarding user issues and coordinated with technology staff to resolve issues. Further, Mr. Foster provided testing for hardware and software rollouts and he was responsible for determining system requirements, working with internal and external resources, and providing status reports to management on the rollout of new systems and the on-going performance of existing systems.

### **CONCLUSION**

N.J.A.C. 4A:4-2.6(a) provides that applicants shall meet all requirements specified in the promotional examination announcement by the closing date. N.J.A.C. 4A:4-6.3(b) provides that the appellant has the burden of proof in examination appeals.

A review of the record indicates that Agency Services correctly determined that the appellant is not eligible for the subject examination. Agency Services credited the appellant with five years of experience based on his education and his experience as an Information Technology Specialist. However, although the appellant was involved with assisting in the implementation of data processing needs while serving as a Technician, Management Information Systems and a Senior Technician, Management Information Systems, experience in these titles is not applicable as the duties of these positions do not rise to the level and scope of the actual review, analysis and evaluation of organization and administrative practices to determine the need for revision or implementation of data processing systems as emphasized in the subject requirements. See In the Matter of Carol O'Donnell-Kee (MSB, decided October 20, 2004). See In the Matter of Coleen Delate, et al. (MSB, decided October 1, 2003)

Therefore, there is no basis to disturb the decision of Agency Services. Accordingly, Mr. Foster has not met his burden of proof in this matter.

## **ORDER**

Therefore, it is ordered that the 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 45th DAY OF JULY, 2015

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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

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## Attachment

c:

Jeffrey Foster Kelly Glenn Joseph Gambino NEW JERSEY CIVIL SERVICE COMMISSION-STATE SERVICE

#### PROMOTIONAL ANNOUNCEMENT



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

SYMBOL: PS2858K

TITLE: ADMINISTRATIVE ANALYST 2 DATA PROCESSING

ISSUE DATE: February 01, 2015

TITLE CODE: 50075G/NURXR2

**DEPARTMENT: HSP/HUMAN SERVICES** 

UNIT SCOPE: K500 Division of Family Development

WEIGHT CODE: \*

SALARY: \$64,677.00 - \$92,012.00

CLOSING DATE: February 21, 2015

CLASS CODE: 26

Visit www.state.nj.us/csc

And select "Job Announcements"

to view this announcement and to file an application

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 3 Data Processing

Or to employees in the non-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), and meet the requirements listed below:

#### **Information Technology Specialist**

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 who meet the requirements listed:

Education: Graduation from an accredited college or university with a Bachelor's degree. You must indicate either possession of a degree or total number of college credits completed to date 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.

Applicants who do not possess the required education may substitute experience as indicated below on a year for year basis.

Experience: Three (3) years of experience in work involving the review, analysis and evaluation of organization and administrative practices to determine the need for revision or implementation of data processing systems in a large business or government agency.

Note: A Master's degree in Public Administration, Business Administration, Economics, Finance or Accounting may be substituted for one (1) year of experience as indicated above. You must indicate the details of your Master's 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.

#### 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. NIAC 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 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@esc.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