

B-10



STATE OF NEW JERSEY

FINAL ADMINISTRATIVE
ACTION OF THE
CIVIL SERVICE COMMISSION

In the Matter of Seth Hackman,
Administrative Analyst 1, Fiscal
Management, Department of
Environmental Protection

Examination Appeal

CSC Docket No. 2015-2748

ISSUED: **AUG 03 2015**

(RE)

The Department of Environmental Protection (DEP) requests that Seth Hackman's out-of-title work experience in the title Geographic Information Systems Specialist 2 be accepted to qualify him for a prospective promotional examination for Administrative Analyst 1, Fiscal Management.

By way of background, Mr. Hackman's credentials were reviewed to determine if he satisfied the requirements for the position of Administrative Analyst 1, Fiscal Management. In this regard, it is noted that the requirements for Administrative Analyst 1, Fiscal Management are possession of a Bachelor's degree from an accredited college or university, supplemented by 21 credits in Accounting, Business Administration, Economics, or Finance courses, and 4 years of experience in work involving fiscal analysis and evaluation, budgeting and management operations in government, business, and/or a management consulting firm. A Master's degree in one of the areas listed above could substitute for 1 year of experience, and a Doctorate in one of the areas listed above could substitute for 2 years of experience. In the attached determination dated March 19, 2015, the Division of Agency Services (DAS) found that Mr. Hackman possessed a Master's degree in Business Administration, and 1 year of applicable experience. DAS also found that he possessed 1 year, 9 months of out-of-title work experience, which it could not credit. Accordingly, he was found to be lacking 2 years of applicable experience.

The information on Mr. Hackman's application indicates that he possessed 1 year, 9 months of out-of-title work for performing applicable duties for 15% of the

time as a Geographic Information Systems Specialist 2 and 3 from January 2004 to March 2015. Additionally, Mr. Hackman was the Treasurer of the Mid-Atlantic Chapter of the Urban and Regional Information Systems Association (MAC URISA), a group which promotes geospatial knowledge across industries. Documentation describes the duties of the Treasurer as having custody of the funds and securities, keeping regular books of account, performing other incidental duties, and submitting an annual statement. Mr. Hackman listed the duties of this position as managing all financial transactions, authoring and approving budgets, managing the review and approval of all fees, conducting capacity to pay analysis to ensure all purchases are affordable, authoring accounting documents and providing recommendations for expenditures to executive staff. Mr. Hackman indicated that he was performing duties of the Treasurer of MAC URISA for 250 hours annually from May 2008 to March 2015, which prorates to 1 year of experience.

In its petition to the Civil Service Commission (Commission), DEP requests that Mr. Hackman's out-of-title work be accepted. In addition, on April 4, 2015, Mr. Hackman was provisionally appointed to a position as Administrative Analyst 1, Fiscal Management. DEP submits a listing of his new duties and requests that three months of provisional experience be added to meet the experience requirement for the prequalification.

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.

CONCLUSION

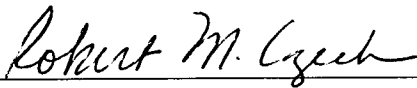
In the present matter, a review of Mr. Hackman's credentials in comparison to the requirements for Administrative Analyst 1, Fiscal Management indicated that he lacked 2 years of in-title experience. However, the record confirms that he possessed 1 year and 9 months of prorated out-of-title experience in his Geographic Information Systems Specialist 2 and 3 positions. With the acceptance of verified out-of-title experience in this case, Mr. Hackman would still lack 3 months of the required amount of experience as of the date of DEP's request. Nonetheless, Mr. Hackman received a provisional appointment as an Administrative Analyst 1, Fiscal Management in April 2015, and as such, has accrued an additional three months of in-title experience, which, when combined with his out-of-title and other experience, satisfies the eligibility requirements. Under these circumstances, good cause is presented to accept Mr. Hackman's out-of-title work in order to qualify him for any upcoming promotional examination for Administrative Analyst 1, Fiscal Management.

ORDER

Therefore, it is ordered that this request be granted and Mr. Hackman's applicable out-of-title experience be accepted for a prospective promotional examination for the subject title. Mr. Hackman is to provide a copy of this decision with any future promotional application that he submits upon examination announcement for Administrative Analyst 1, Fiscal Management. In addition, DAS should also accept applicable and documented out-of-title work experience from other promotional examination applicants.

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 29th DAY OF JULY, 2015



Robert M. Czech
Chairperson
Civil Service Commission

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and
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Enclosure

c: Seth Hackman
Deni Gaskill
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STATE OF NEW JERSEY
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Chris Christie
Governor
Kim Guadagno
Lt. Governor

Robert M. Czech
Chair/Chief Executive Officer

TO: Deni Gaskill, Manager
Bureau of Human Resource Operations

DATE: March 19, 2015

FROM: Roxie A. Wesson *RAW*
Human Resource Consultant

SUBJECT: Request for Evaluation

You have requested that a review of credentials be performed in order to determine if **Seth Hackman** meets the requirements for the position **Administrative Analyst 1, Fiscal Management**.

The requirements for this position include:

REQUIREMENTS:

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.

EXPERIENCE:

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

In response, please be advised that the Division of Agency Services' staff have determined that the above-mentioned individual:

[X] Does not meet the requirements of this position for the reasons listed below:
Mr. Hackman possesses a Master's in Business Administration. Per the substitution for education, he would need an additional three years of experience. He possesses one year of applicable work experience. Therefore, he lacks two years of experience and does not meet the requirements for this position.

Out-of-title work experience for the title under review:

Mr. Hackman possesses one year and nine months of out-of-title experience; however, out-of title experience cannot be accepted without Civil Service Board approval.

Even if his out-of title work experience were accepted, he would still lack three months of experience.

c. Team Leader: Martha Bell