



STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION  
OF THE  
CIVIL SERVICE COMMISSION

In the Matter of Eucaris Velazquez,  
Senior Program Analyst (PC1531U),  
Gloucester County

CSC Docket No. 2017-1723

Examination Appeal

ISSUED: August 21, 2017 (RE)

Eucaris Velazquez appeals the determination of the Division of Agency Services that found that she was below the experience requirements for the promotional examination for Senior Program Analyst (PC1531U), Gloucester County.

The subject examination announcement was issued with specific requirements that had to be met as of the July 21, 2016 closing date (see attached). The appellant was found to be ineligible based on a lack of applicable experience. There were no other qualified applicants, and the examination was cancelled on December 2, 2016.

On her application, Ms. Velazquez indicated that she possessed a Bachelor's degree and she listed experience in three positions: Senior Planning Aide/Director of Housing and Community Development; Division Head, Housing and Development; Office Manager/District Director; and two positions as Litigation Paralegal. Official records indicate a different employment history. These records indicate that the appellant is currently a provisional Senior Program Analyst. Prior to her provisional appointment, she was a Senior Planning Aide, Planning Aide, Confidential Assistant, and Senior Program Analyst. None of the appellant's experience was accepted, and she was found to be lacking two years of qualifying experience.

On appeal, Ms. Velazquez states that she worked "in this particular capacity" for more than eight years. She states that her position includes complete

supervision and implementation of a Community Development Program, including planning, coordinating, implementing and reporting for several programs. She compares her duties to the examples of work on the job specification for the subject title.

*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:4-2.6(c) provides in pertinent part 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

At the outset, it is noted that titles are categorized as professional, para-professional or non-professional. *N.J.A.C.* 4A:4-2.5(a)1 states that professional titles require at least a Bachelor's or higher level degree, with or without a clause to substitute experience. Thus, since the Senior Program Analyst title requires completion of a Bachelor's degree with a substitution clause, which permits additional experience in lieu of the college credits, as well as two years of relevant experience, it is considered a professional title. Further, professional work is basically interpretive, evaluative, analytical and/or creative requiring knowledge or expertise in a specialized field of knowledge. This is generally acquired by a course of intellectual or technical instruction, study and/or research. *See In the Matter of Lewis Gordon* (Commissioner of Personnel, decided September 27, 1997) (Youth Worker title series not considered to be at a level and scope consistent with professional experience).

Conversely, *N.J.A.C.* 4A:4-2.5(a)2 states that para-professional titles require at least 60 general college credits or 12 or more specific college credits, with or without a clause to substitute experience. Also, *N.J.A.C.* 4A:4-2.5(a)3 states that non-professional titles require less than 60 general college credits or less than 12 specific college credits. The titles Senior Planning Aide and Planning Aide are non-professional titles, which require no college credits.

When a promotion is between the above noted categories, *N.J.A.C.* 4A:4-2.5(c)2 permits the examination to be open to applicants who are permanent in an approved bridge title(s) and/or applicants who meet the complete open competitive requirements. A bridge title is one that is recognized by the Civil Service Commission as related to a higher category title in terms of work performed and knowledge, skills, and abilities required. In the present matter, there is no bridge title to the subject title. Thus, the appellant is required to meet the open competitive requirements.



A review of the appellant's application reveals that she does not meet the announced requirements. When an applicant indicates extensive experience in titles established under the State Classification Plan, it is appropriate to utilize the job specifications to determine the primary focus of the duties of incumbents serving in career service titles. The experience description for the subject examination requires professional level experience in the review, analysis and evaluation of operating programs and this level of experience cannot be obtained while in nonprofessional titles. Experience gained as a Senior Planning Aide and Planning Aide is not at the level and scope required, nor does it match the required experience.

On appeal, the appellant maintains that she performed professional supervisory duties while in the titles Senior Planning Aide and Planning Aide. However, if the appellant performed these duties while in this title, it is considered out-of-title work and cannot be accepted to satisfy eligibility requirements. Further, on her application, the appellant did not list separate duties for her provisional position and for her positions as Senior Planning Aide and Planning Aide. Her description for these titles, entitled Senior Planning Aide/Director of Housing and Community Development, the appellant listed many duties. The majority of her work appears to be in the area of planning. For example, she stated that some of her duties included "create spreadsheets, graphs and charts displaying NJ Transit schedule inventory; analyze GIS data for the creation of mapping target areas for proposed projects; assisted in crafting and editing scoping document for Gloucester County GC2040 Master Plan including the transportation and land use elements. Scope was created from comparing 1982 Master Plan to current land use conditions utilizing aerial photography, tax data, natural resource mapping and municipal zoning, master plans and redevelopment plans." The appellant summarizes these and other planning duties as development and implementation of strategic visions for community development. Nevertheless, this is simply not reviewing, analyzing and evaluating operating programs.

The appellant's duties for the second position, entitled Division Head, Housing and Development, were performed while in the titles Confidential Assistant, and Senior Program Analyst. The description indicates that she supervised and managed the community development program, including administration, planning, development and implementation of procedures, created a five-year and annual action plans for the use of federal funding, analyzed data, created mapping, and created reports. Again, this does not match the announced requirement. Her remaining positions, as an Office Manager/District Director; and two positions as Litigation Paralegal are clearly inapplicable.

As the appellant did not indicate that she is primarily performing work required of a Senior Program Analyst, DAS should review the appellant's job duties to determine whether she is serving in the most appropriate title. It is noted that

the appellant was admitted to a subsequent examination for the subject title, Senior Program Analyst (PC0325V), and a waiver of examination was requested. She described the duties of her position as Director of Housing and Community Development differently on that application, which further suggests that a classification review of the position is warranted.

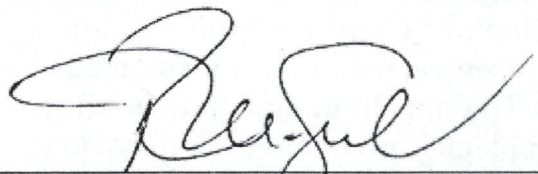
An independent review of all material presented indicates that the decision of DAS that the appellant did not meet the announced requirements for eligibility by the closing date is amply supported by the record. The appellant provides no basis to disturb this decision. Thus, the appellant has failed to support her burden of proof in this matter.

### ORDER

Therefore, it is ordered that this appeal be denied, and the matter of the appellant's job title be referred to DAS for review.

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  
THE 16<sup>th</sup> DAY OF AUGUST, 2017



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Robert M. Czedh, Chairperson  
Civil Service Commission

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and  
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Attachment

c: Eucaris Velazquez  
Chad Brunner  
Kelly Glenn  
Records Center



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



Click here to file Online Print  
\$25.00 PROCESSING FEE REQUIRED  
Make Check/Money Order Payable to NJCSC

SYMBOL: PC1531U	WEIGHT CODE: *
TITLE: SENIOR PROGRAM ANALYST	SALARY: \$56,268.00 - \$81,205.00
ISSUE DATE: July 01, 2016	CLOSING DATE: July 21, 2016
TITLE CODE: 05160/ GPRHR7	JURISDICTION CODE: C08000053
JURISDICTION: GLOUCESTER COUNTY	
DEPARTMENT: PUBLIC WORKS	

Visit [www.state.nj.us/csc](http://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 have an aggregate of one year of continuous permanent service as of the closing date and are currently serving in the following title(s):

Program Analyst 02871

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. 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 additional experience as indicated on a year for year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

Experience: Two (2) years of experience in the review, analysis and evaluation, of operating programs in an agency or organization.

NOTE: This title is intended to classify positions responsible for the evaluation of operating programs, not computer programs. Experience in the analysis of computer programs cannot be considered toward meeting the experience requirement.

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 must be met as of the closing date, including assignment to jurisdiction/department, and satisfying the permanent status requirement.
2. ONLY ON-LINE APPLICATIONS WILL BE ACCEPTED. 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](mailto: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