



STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION
OF THE
CIVIL SERVICE COMMISSION

In the Matter of Tinette Carter,
Administrative Analyst 2
Procurement (S0953U), Statewide

Examination Appeal

CSC Docket No. 2017-3637

ISSUED: SEP 08 2017 (SLK)

Tinette Carter appeals the determination of the Division of Agency Services (Agency Services) that she was below the minimum requirements in experience for the promotional examination for Administrative Analyst 2 Procurement (S0953U), Statewide.

The examination at issue was announced with specific requirements that had to be met as of the December 30, 2016 closing date (see attached). A total of 54 individuals applied for the subject examination and 19 were determined eligible. Certification OS170325 and OS170528 were issued each containing the names of 18 eligibles. Per the substitution clause for education, the appellant needed six years of applicable experience. On her application, in addition to other public and private sector experience, the appellant listed that she was a Purchasing Assistant from June 2016 to the December 30, 2016 closing date. Agency Services determined that the appellant lacked six years of applicable experience. It commented that the appellant's service as a Purchasing Assistant was not at the required level and scope.

On appeal, the appellant states that she mistakenly put the wrong dates on her application for her experience as a Purchasing Assistant. The appellant submits a letter from Patricia Gonzalez, a Supervisor of Compensation and Benefits, Office of Human Resources for the Department of Education, which indicates that the appellant has served as a Purchasing Assistant from June 2003 through the December 30, 2016 closing date.

CONCLUSION

N.J.A.C. 4A:4-2.6(a) provides that applicants shall meet all requirements specified in the promotional announcement by the closing date.

Initially, even if Agency Services had determined that the appellant's experience as a Purchasing Assistant was applicable, she still would have lacked five years and five months of experience as she only indicated that she served in this title for seven months. However, in accordance with *N.J.A.C.* 4A:4-2.1(g), the Civil Service Commission (Commission) can accept clarifying information in eligibility appeals. For example, information submitted on appeal pertaining to duties performed in a given position that expands or enlarges on information previously submitted is considered clarifying. On appeal, the appellant clarifies that she served as a Purchasing Assistant since June 2003. Per the substitution clause, the appellant needed six years of experience in procurement in a large organization. Applicable procurement experience would include experience with the process of selecting vendors, establishing payment terms, strategic vetting, selection, the negotiation of contracts and actual purchasing of goods. Procurement is concerned with acquiring (procuring) all of the goods, services and work that is vital to an organization. Procurement is, essentially, the overarching or umbrella term within which purchasing can be found. Purchasing is a subset of procurement. Purchasing generally refers simply to buying goods or services. Purchasing often includes receiving and payment as well.

A review of the appellant's application and resume indicates that, as a Purchasing Assistant, she was involved in the process of selecting vendors, maintaining relationships with vendors including resolving complaints, making recommendations on the acceptance and rejection of bids, and purchasing goods. In other words, the appellant's duties were not just purchasing, but also involved many aspects of procurement. Further, a review of the subject announcement does not indicate any qualifiers on the experience indicating a certain level and scope of experience is required. Therefore, the Commission finds that the appellant's procurement experience as a Purchasing Assistant is qualifying experience. *See In the Matter of Nermeen Bakhoun, et al.* (CSC, decided April 19, 2017). Further, the Commission accepts the clarification of the appellant's dates of employment as a Purchasing Assistant, and admits her to the examination, for prospective opportunities only, based on her more than 14 years of experience while serving in this title.

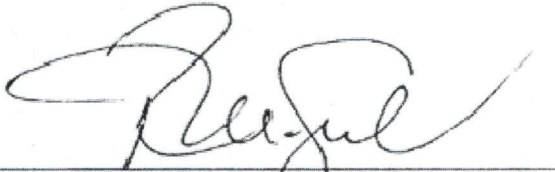
This determination is limited to the instant matter and does not provide precedent in any other matter.

ORDER

Therefore, it is ordered that the 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 6th DAY OF SEPTEMBER, 2017



Robert M. Czech, Chairperson
Civil Service Commission

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and
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Attachment

c: Tinette Carter
Kelly Glenn
Records Center



Job Announcements

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printable version

Symbol: S0953U

Title: ADMINISTRATIVE ANALYST 2 PROCUREMENT

Issue Date: 12/09/2016

Closing Date: 12/30/2016

Jurisdiction: STATE

Salary: \$51,529.95 - \$72,953.46 Per Year

Num. of Positions: 4

Workweek: 35 Hours per week

Application Fee: \$25.00

OPEN TO RESIDENTS OF:

New Jersey

REQUIREMENTS:**EDUCATION:** Bachelor's degree from an accredited college or university.**EXPERIENCE:** Two (2) years' experience in procurement through the competitive bidding process for a large public or private organization.**NOTE:** Applicants who do not possess the required education may substitute experience as indicated on a year-for-year basis with thirty (30) semester credit hours being equal to one (1) year of experience.**NOTE:** A Master's degree in Business Administration, Public Administration, Economics, Finance or Accounting may be substituted for one (1) year of experience. If you are substituting education for some of the required experience, please upload a copy of your transcript with your application. Failure to do so will result in ineligibility.**NOTE:** Foreign transcripts must be evaluated by a recognized evaluation service. Please upload a copy of your transcript with your application. Failure to do so will result in ineligibility.**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.**Customer Care and Technical Support:** If you are having difficulty submitting your application online, customer care and technical support 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.nj.gov 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.**IMPORTANT INFORMATION:**

1. NJAC 4A:4-2.3(b) states that all requirements must be met as of the closing date.
2. Online applications must be completed and submitted by the closing date listed above.
3. **You must complete your application in detail.** Your score may be based on a comparison of your background with the job requirements. **Failure to complete your application properly may lower your score or cause you to fail.**
4. If an employment list results from this announcement, it may be certified to fill full-time and part-time positions.
5. Effective September 1, 2011, the New Jersey First residency law was enacted. Please click [here](#) for additional information.
6. In accordance with Public Law 2010 c. 26, Veterans pay a reduced application fee of \$15.00 if they have previously established Veteran's Preference with the DMAVA (as defined by NJSA 11A:5-1 et seq). Those claiming Veteran's Preference but have not yet received approval from DMAVA must pay the full application fee and may request a refund if the claim is approved at least 8 days prior to the issuance of the eligibility list. Please note this reduced fee does not apply to Public Safety titles.