



STATE OF NEW JERSEY

**FINAL ADMINISTRATIVE ACTION
OF THE
CIVIL SERVICE COMMISSION**

In the Matter of Nancy Hall,
Buyer (C0816U),
Hunterdon County

Examination Appeal

CSC Docket No. 2017-3030

ISSUED: September 11, 2017 (RE)

Nancy Hall appeals the decision of the Division of Agency Services that found that she did not meet the experience requirements for the open-competitive examination for Buyer (C0816U), Hunterdon County.

The subject examination had a closing date of November 10, 2016 and was open to residents of Hunterdon County who met the announced requirements. These requirements included graduation from an accredited college or university with a Bachelor's degree, and two years of experience in the large scale purchase of commodities, equipment and supplies. Ms. Hall was found to be ineligible based on a lack of experience. Two candidates appear on the eligible list, which has been certified once, but no appointments have yet been made.

On her application, the appellant indicated that she possessed a Bachelor's degree, and she listed seven positions on her application and resume: 1) provisional Buyer from July 2016 to the November 2016 closing date; 2) Administrative Assistant to the Director of Pupil Services with Somerset County Votech High School, from August 2014 to July 2016; 3) Teacher Assistant; 4) Triple C Housing – Internship; 5) Secretary to an attorney; 6) Research Assistant; and 7) Child Care Provider. She was credited with five months of experience in her provisional position, and found to be lacking one year, seven months of qualifying experience.

On appeal, the appellant contends that her experience as an Administrative Assistant with Somerset County Votech High School was applicable and that she meets the announced experience requirements. She lists each example of work from

the job specification for Buyer and provides duties from her provisional position and her Administrative Assistant position that are similar. She also maintains that she possesses the knowledge and abilities to perform the work.

N.J.A.C. 4A:4-2.3(b) provides that applicants shall meet all requirements specified in the open competitive examination announcement by the closing date.

CONCLUSION

At the outset, it is noted that qualifying experience must have as its ***primary focus*** the duties and responsibilities required for the title under test. *See In the Matter of Bashkim Vlashi* (MSB, decided June 9, 2004). On her application, the appellant listed duties for her Administrative Assistant to the Director of Pupil Services position as preparing for and scheduling major recruitment efforts; managing the high volume of phone calls and emails; acting as liaison between the high school and other school districts; composing letters and correspondence; creating and organizing the Director's calendar, meeting agendas, and confidential documents; maintaining the department budget; coordinating and scheduling meetings and updating calendars; maintaining and updating student files; maintaining meeting notebooks; maintaining confidentiality guidelines; assisting guidance counselors and case managers with scheduling and correspondence; and managing the department calendar and all meetings, activities and events. As the announced experience requirement was not the primary focus of this position, the appellant did not receive credit for this. Her remaining positions are clearly an applicable.

On appeal, the appellant provided a list of applicable duties mixed in with the duties of her provisional position as a Buyer. She states that while she was an Administrative Assistant she ordered all supplies for the Guidance Department, Child Study Team Department, school nurses, the Data Team, and the Creative Arts Department. She states that she created requisitions, confirmed that prices and specifications were accurate through quotes, resolved discrepancies, verified the accuracy of requisitions, and requested quotes.

In her second position, as Administrative Assistant to the Director of Pupil Services, the appellant listed purchasing duties. Based on the totality of her description, the primary focus of this position was not the purchase of large-scale commodities and supplies. Experience in the large scale purchase of commodities, equipment and supplies includes professional experience such as preparing proposals for the solicitation of bids, discussing specification details with supply sources, and receiving, tabulating and recording required requisitions. The Buyer prepares Requests for Proposals (RFPs), which are issued when there is complexity to the business requirement. They bring structure to the procurement process and list risks and benefits. They can include detailed requirements, can be used in

constraint-based complicated distributions requiring various services, and are used in the total outsourcing of services to a third party. The RFP process is time consuming, from preparation, through final selection, to the signing of a contract, and they are challenging to evaluate. Given the numerous duties provided for the appellant's Administrative Assistant position, some of which were clerical and secretarial and nature, it is clear that the experience requirement was not the primary focus of the position. Aside from this fact, a holistic view of the entire description of duties for this position indicates that it lacks key elements but that would elevate the position to a professional level. Therefore, experience in this position is not acceptable, and the appellant lacks one year, seven months of qualifying experience.

An independent review of all material presented indicates that the decision of the Division of Agency Services 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.

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 6th DAY OF SEPTEMBER, 2017



Robert M. Czedz, Chairperson
Civil Service Commission

Inquiries
and
Correspondence

Christopher S. Myers
Director
Division of Appeals and Regulatory Affairs
Civil Service Commission
Written Record Appeals Unit
P. O. Box 312
Trenton, New Jersey 08625-0312

c: Nancy Hall
George Wagner
Kelly Glenn
Records Center