



STATE OF NEW JERSEY

In the Matter of Bree Pile,
Senior Fiscal Analyst (PS5859H),
Department of Health

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

CSC Docket No. 2018-3487

Examination Appeal

ISSUED: 10/19/2018 (JET)

Bree Pile appeals the determination of the Division of Agency Services (Agency Services) that she did not meet the experience requirement for the promotional examination for Senior Fiscal Analyst (PS5859H), Department of Health.

The promotional examination was announced with specific requirements which had to be satisfied by the October 23, 2017 closing date. The requirements were graduation from an accredited college or university with a Bachelor’s degree, and two years of experience in the collection, analysis, evaluation, and presentation of financial data used to provide an accurate accounting of administrative and operating costs, and the preparation of reports containing conclusions and recommendations for a private business or government agency. It noted that applicants who did not possess the required education could have substituted additional experience as indicated on a year-for-year basis with 30 semester hour credits being equal to one year of experience. Since the appellant did not indicate on the application that she possessed a Bachelor’s degree, she required six years of applicable experience per the substitution clause of education for experience. The examination was cancelled on April 16, 2018 as the appellant, the only applicant, was found ineligible for the examination.

The appellant listed on the employment application that she possessed 51 college credits. Agency Services credited her with one year and eight months of experience for her education. Further, the appellant indicated that she served as a provisional Senior Fiscal Analyst from November 2016 to the October 23, 2017

closing date, as an Assistant Buyer from November 2013 to November 2016, and as a Purchasing Assistant from February 2013 to November 2013. The appellant also listed that she served as a Technical Assistant 3, Community Affairs from October 2004 to February 2013, and as a Principal Clerk Typist from January 2003 to October 2004. Official personnel records indicate that the appellant served as a provisional Assistant Buyer from September 2016 to November 2016, as a Technical Assistant 1, Purchasing from November 2013 to September 2016, as a Technical Assistant 3, Community Affairs from June 2007 to February 2013, as a Technical Assistant from March 2005 to June 2007, and as a Senior Clerk Typist from October 2003 to March 2005. Agency Services credited the appellant with one year of experience for her provisional experience in the subject title. Agency Services noted that the appellant possessed two years of out-of-title work experience while serving as an Assistant Buyer. Agency Services did not credit her with any other applicable experience. Accordingly, Agency Services determined that the appellant was ineligible for the examination, as she lacked three years and four months of applicable experience.

On appeal, the appellant asserts, among other things, that she was lead fiscal contact for seven Divisions in the Department of State, and she continues to serve as a Senior Fiscal Analyst. Therefore, the appellant maintains that such experience is sufficient to qualify her for the examination.

In support, the appellant provides a letter from Michael Palasciano, Administrative Analyst 4, Accounting, who contends, among other things, that the appellant has been performing applicable duties of a Senior Fiscal Analyst since November 2016.

It is noted that the appellant continues to serve as a provisional Senior Fiscal Analyst.

CONCLUSION

N.J.A.C. 4A:4-2.6(a) provides that applicants shall meet all requirements specified in the announcement by the closing date. *N.J.A.C.* 4A:4-2.6(c) provides that, except when permitted for good cause, 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. *N.J.A.C.* 4A:1-1.2(c) states that the Civil Service Commission (Commission) may relax a rule for good cause in order to effectuate the purposes of Title 11A, New Jersey Statutes.

In the present matter, the appellant should be admitted to the subject examination. Initially, Agency Services correctly credited the appellant with two years and eight months of applicable experience for her education and her

provisional service in the subject title. Although the appellant's experience in her various positions does not precisely mirror the required experience, the Commission is satisfied that the totality of her experience, including her out-of-title work experience as an Assistant Buyer and Technical Assistant 1, Purchasing, satisfies the announced requirements. Additionally, the appellant continues to serve provisionally in the title under test and has accrued an additional one year of applicable experience after the closing date. Moreover, the examination was cancelled due to a lack of applicants. Under these circumstances, good cause exists to accept the appellant's out-of-title work experience and to relax the provisions of *N.J.A.C. 4A:4-2.6(a)* to accept her experience gained after the closing date, for eligibility purposes only, and admit her to the examination.

ORDER

Therefore, it is ordered that this appeal be granted, the cancellation of the examination be rescinded 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 17th DAY OF OCTOBER, 2018



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