



STATE OF NEW JERSEY

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

In the Matter of Casondra Sales and
Nicole Walker, Claims Adjudicator
Support Specialist 2 (PS6593N),
Department of Labor and Workforce
Development

Examination Appeal

CSC Docket Nos. 2018-3706 and
2018-3685

ISSUED: OCTOBER 19, 2018 (SLK)

Casondra Sales and Nicole Walker appeal the determinations of the Division of Agency Services (Agency Services) that they did not meet the experience requirements for the promotional examination for Claims Adjudicator Support Specialist 2 (PS6593N), Department of Labor and Workforce Development. These appeals have been consolidated due to common issues presented.

The examination at issue was announced with specific requirements that had to be met as of the December 21, 2017 closing date. The education requirement was 60 college credits. The experience requirements were one year of experience in the collection and verification of information and data for eligibility determination for benefits or services. Applicants who did not possess the required education could substitute additional experience with 30 semester credit hours being equal to one year of experience. A total of 10 employees applied for the subject examination which resulted in a list of five eligibles with an expiration date of June 6, 2021. Four of the eligibles were appointed on certification PS180765. Additionally, certification PS181072 was issued containing the name of the fifth eligible and its disposition is due November 24, 2018.

On her application, Sales indicated that she possessed an Associate's degree. Personnel records indicate that she was a Senior Clerk from June 2017 to the December 21, 2017 closing date, a Clerk 1, Records from October 2016 to June 2017, and a Clerk from September 2015 to October 2016. She also indicated that she was an Accounting Clerk for National Union from August 2010 to March 2014, a Rental

Agent for Shamco Management from August 2009 to February 2010, an Administrative II for Grubb and Ellis Management from January 2006 to September 2008, and a Project Tracking Clerk from February 1999 to December 2005. Agency Services credited her for having met the education requirement and having seven months of experience based on her service as a Senior Clerk, but determined that she lacked five months of experience.

Walker did not indicate on her application that she possessed any college credits. Personnel records indicate that the appellant was provisionally serving in the subject title from November 2017 to the December 21, 2017 closing date¹, a Senior Clerk from June 2017 to November 2017, provisionally serving in the subject title from October 2016 to June 2017, and a Clerk from August 2015 to October 2016. Additionally, the appellant indicated that she was a Site Supervisor in the private sector from January 2007 to March 2015. Agency Services credited the appellant with one year and three months of experience based on her provisional service in the subject title and her service as a Senior Clerk, but determined, per the substitution clause for education, that she lacked one year and nine months of experience.

On appeal, Sales presents that she has an Associate's degree and over 19 years of experience performing administrative work. She contends that she has been performing the required duties for the Division of Disability Determination Services since she began working there in September 2015. Therefore, she questions how she cannot be eligible.

Walker questions, based on her experience, how she is not eligible for the subject title. She submits her resume, a determination letter from Agency Services which indicated that she should be provisionally classified in the subject title effective October 15, 2016, and the job specification for the subject title.

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. *N.J.A.C.* 4A:4-6.3(b) provides that the appellant has the burden of proof in examination appeals.

A review of the record indicates that Agency Services correctly determined that the appellants are not eligible for the subject examination. Initially, it is noted that Clerk and Clerk 1, Records experience is not applicable for the subject title as these are a lower level clerical titles and such duties do not rise to the level and scope for eligibility to the subject title. Moreover, any applicable duties that the appellants may have performed as a Clerk or Clerk 1, Records would be considered

¹ Personnel records indicate that on July 21, 2018, the appellant was returned to her permanent title, Senior Clerk.

out-of-title work. See *In the Matter of April Hudson and Tracy Reeves* (CSC, decided August 15, 2018).

With respect to Sales, she argues that she has been performing the required duties since began her employment with the Division of Disability Determination Services in September 2015. However, after a classification review where she sought that her position be reclassified to the subject title, in *In the Matter of Casondra Sales* (CSC, decided June 21, 2017), the Civil Service Commission confirmed Agency Services' determination that she was performing duties consistent with a Clerk 1, Records, effective October 15, 2016. Consequently, Agency Services correctly only credited her for seven months of experience as a Senior Clerk prior to the December 21, 2017 closing date. Additionally, Sales was not primarily performing eligibility determinations in any of her non-State service experience.

Similarly, while Walker received one year and three months credit for her provisional service in the subject title and her Senior Clerk experience, Agency Services correctly did not credit her for her Clerk experience and properly determined, per the substitution clause, that she lacked one year and nine months of experience as her duties in her non-State service were not performing in the required areas.

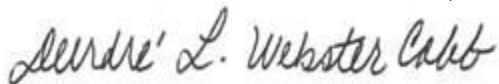
Therefore, there is no basis to disturb the decisions of Agency Services. Accordingly, the appellants have not met their burden of proof in this matter.

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 ON
THE 17th DAY OF OCTOBER, 2018



Deirdré L. Webster Cobb
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: Casondra Sales
Nicole Walker
Kelly Glenn
Records Center