



STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION
OF THE
CIVIL SERVICE COMMISSION

In the Matter of Sonya McRae-
Richards, Management Specialist
(PM0113W), Trenton

Examination Appeal

CSC Docket No. 2019-365

ISSUED: OCTOBER 5, 2018 (SLK)

Sonya McRae-Richards appeals the determination of the Division of Agency Services (Agency Services) that she did not meet the experience requirements for the promotional examination for Management Specialist (PM0113W), Trenton.

The education requirements for the subject examination was a Bachelor's degree. The experience requirements were two years of experience in the review, analysis, and evaluation of budget, organization, and administrative practices and recommending improved methods, and/or administrative experience in varied phases of budget, organization, and administrative practices and recommending improved methods, and/or administrative experience in varied phases of business, industrial, or government involving the organization, direction, planning, coordination, or control of program or activities by the January 22, 2018 closing date. See *N.J.A.C. 4A:4-2.6(a)*. Applicants who did not possess the required education could substitute additional experience on a year for year basis with 30 semester hour credits being equal to one year of experience.

Among other experience, personnel records indicate that the appellant was provisionally serving in the subject title from April 2017 to the January 22, 2018 closing date, an Administrative Secretary from June 2008 to November 2013, and a Keyboarding Clerk 3 from April 1999 to June 2008. Agency Services credited the appellant with one year and four months of experience based on her 15 college credits and 10 months of experience for her provisional service in the subject title, but determined that she lacked four years and eight months of experience. As the

appellant, the only applicant, was found ineligible, the examination was cancelled on August 3, 2018.

The record demonstrates that the appellant performed applicable out-of-title work as a Keyboarding Clerk 3 and an Administrative Secretary, as three letters from either current or past Directors of Law for the appointing authority confirm that the appellant has been performing the required duties since at least 2006. Additionally, the examination was cancelled and the appellant continues to serve provisionally in the title. Accordingly, in this matter, the Civil Service Commission finds good cause under *N.J.A.C. 4A:4-2.6(c)* to accept the appellant's out-of-title work experience for eligibility purposes only, and admit the appellant to the examination.

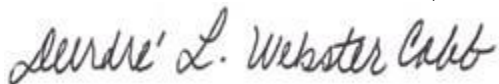
This determination is limited to the instant matter and does not provide precedent in any other matter.

ORDER

Therefore, it is ordered that the appeal be granted, the cancellation of the examination be rescinded and Sonya McRae-Richards' 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 3rd DAY OF OCTOBER, 2018



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