



STATE OF NEW JERSEY

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

In the Matter of Kara Irvine,
Secretarial Assistant
(PM0440W), Vineland

Examination Appeal

CSC Docket No. 2019-1027

ISSUED: December 10, 2018 (RE)

Kara Irvine appeals the decision of the Division of Agency Services (Agency Services) which found that she did not meet the experience requirements for the promotional examination for Secretarial Assistant (PM0440W), Vineland.

The subject promotional examination had a closing date of February 21, 2018 and was open to employees in the competitive division who had an aggregate of one year of continuous permanent service as of the closing date in any competitive title and who met the announced requirements of four years of experience in clerical work. Successful completion of a two-year college level course in secretarial science could be substituted for two years of experience. The appellant was found to be below the minimum requirements in experience. As there were no admitted applicants, the examination was cancelled on October 5, 2018.

On her application, the appellant indicated possession of an Associate’s degree in Liberal Arts/Education, and she listed one position, provisional Secretarial Assistant from November 2008 to the closing date. On a resume, the appellant listed four positions, Clerk Typist/Principal Secretary from 2014 (no months given) to the closing date, Substitute Teacher from 2008 to 2013 (no months given, no hours given), Customer Experience Coordinator with Marshalls from 2011 to 2015 (no months given, no hours given, overlaps with positions 1 and 2), and Accounting Manager with CDM Electronics, Inc. from 1995 to 2007 (no months given, no hours given). Official records indicate that she was a provisional Secretarial Assistant from December 2017 to the February 2018 closing date; a Keyboarding Clerk 2 from Mary 2016 to December 2017, and a Keyboarding Clerk 1 from January 2015 to March 2016. She

was credited with three years, two months of experience, and found to be lacking ten months of required experience.

On appeal, the appellant indicates that she was a Substitute Teacher for Vineland Public Schools from 2008 to 2013. She was then working for the Vice Principal and received a promotion to Keyboarding Clerk 2 after a classification review of her position. At some point in time, she was directed to report to two supervisors in the curriculum department, and she has been a provisional in the subject title since December 2017 when she was assigned to work for the Assistant Superintendent. She states that she has twenty years of experience as an Account Manager in the electronics industry, and she believes that she is qualified for the position.

CONCLUSION

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

N.J.A.C. 4A:1-1.2(c) provides that the Civil Service Commission may relax the rules for good cause in a particular situation, on notice to affected parties, in order to effectuate the purposes of Title 11A, New Jersey Statutes.

In the instant matter, the appellant was found to be lacking ten months of qualifying experience. It is noted that qualifying experience has the announced experience as the primary focus. The amount of time, and the importance of the duty, determines if it is the primary focus. The appellant's positions on her application cannot be quantified, as she did not provide the hours worked per week or the months of service. Additionally, the duties for those positions do not match the announced experience requirement. As such, Agency Services correctly determined that the appellant was not eligible for the subject examination. Nevertheless, the appellant has accrued an additional ten months in her provisional position, and the examination had been cancelled. As such, good cause exists to relax the provisions of *N.J.A.C.* 4A:4-2.6(a), and accept the appellant's experience after the closing date and admit her to the examination.

ORDER

Therefore, it is ordered that this appeal be granted, the examination cancellation be rescinded, and the appellant's application be processed.

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 5th DAY OF DECEMBER, 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: Kara Irvine
Joseph Rossi
Kelly Glenn
Records Center