



STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION  
OF THE  
CIVIL SERVICE COMMISSION

In the Matter of Anastasia Taboada,  
Management Assistant (PC1299W),  
Atlantic County

Examination Appeal

CSC Docket No. 2019-1546

ISSUED: FEBRUARY 8, 2019 (SLK)

Anastasia Taboada 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 Assistant (PC1299W), Atlantic County.

The education requirement for the subject examination was a Bachelor's degree. The experience requirements were one year of experience performing complex administrative support work which must have included the interpretation, verification and/or application of department/agency rules, regulations, policies and procedures by the May 21, 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. As the appellant, the only applicant, was found ineligible, the examination was cancelled on December 14, 2018.

Personnel records indicate that the appellant was provisionally serving in the subject title from February 2018 to the May 21, 2018 closing date, a Keyboarding Clerk 3 from June 2016 to February 2018 and in various Clerk titles from August 2012 to June 2016. Agency Services credited the appellant with two years and six months of experience based on her 67 college credits and four months of experience for her provisional service in the subject title, but determined that she lacked two years and six months of experience.

The record demonstrates that the appellant performed applicable out-of-title work as a Keyboarding Clerk 3 and in various Clerk titles, as, in support of her appeal, her supervisor describes how and why the appellant primarily performed the required out-of-title duties for more than two and one-half years. Further, the appointing authority confirms that it authorized the appellant's out-of-title work due to business necessity. 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 her to the examination.

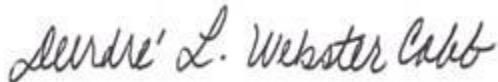
This determination is limited to the instant matter and does not provide precedent in any other matter.

### ORDER

Therefore, it is ordered that the appeal be granted, the cancellation of the examination be rescinded and Anastasia Taboada'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 6<sup>th</sup> DAY OF FEBRUARY, 2019



Deirdre 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: Anastasia Taboada  
Dennis Levinson  
Elizabeth D'Ancona  
Kelly Glenn  
Records Center