



STATE OF NEW JERSEY

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

In the Matter of Darlene Wene,
Supervising Clerk Transcriber,
Hunterdon County

CSC Docket No. 2019-1320

List Removal Appeal

ISSUED: FEBRUARY 8, 2019 (SLK)

Darlene Wene appeals the determination of the Division of Agency Services (Agency Services) that she did not meet the experience requirements for the qualifying examination for Supervising Clerk Transcriber.

By way of background, upon Hunterdon County’s request for a lateral title change, the appellant’s credentials were reviewed to determine if she met the requirements for Supervising Clerk Transcriber. Agency Services evaluated the appellant’s credentials on October 4, 2018. The appellant indicated on her application that she possessed an Associate’s degree in Business Administration/Management. Further, she indicated that she was provisionally serving in the subject title from August 2018 to the October 4, 2018 evaluation date, a Keyboarding Clerk 4 from February 2011 to August 2018, and a Principal Word Processing Operator from May 1998 to February 2011. Personnel records indicate that she was a Principal Word Processing Operator from September 2008 to February 2012 and a Senior Word Processing Operator from July 1994 to September 1998. Agency Services determined that the appellant did not meet the requirements for the subject title and thus, did not pass the qualifying examination. In this regard, the requirements for Supervising Clerk Transcriber were three years of experience in transcription and clerical work, one year which shall have been in a supervisory capacity. Additionally, successful completion of a two-year college level course in secretarial science could have been substituted for the indicated non-supervisory experience. Agency Services did not credit the appellant for any experience, including her provisional service in the

subject title, as she did not indicate any transcription experience. Additionally, Agency Services did not credit the appellant's education for experience as her Associate's degree was not in secretarial science.

On appeal, the appellant presents that she has supervised three staff members in in the Hunterdon County Superintendent of School's office for over seven years. She states that she manages, oversees, and runs the office on behalf of the Interim Executive County Superintendent. The appellant explains that she assists school district superintendents, school business administrators and other administrative staff by answering many complex questions. She indicates that she oversees the office budget, staff performance appraisals, and staff responsibilities including assigning work as needed. The appellant states that she receives sensitive telephone complaints from parents. She highlights her excellent performance evaluations, her Associate's degree in Management, and that other County Superintendents of Schools have asked her to assist their staffs to promote better practices and efficiencies in the operations of their offices. The appellant submits a letter from the Interim Executive County Superintendent in support of her appeal. Additionally, the appointing authority indicates that the appellant has over 10 years of experience transcribing information from Dictaphone equipment and confirms that she has been performing supervisory work since 2011.

CONCLUSION

N.J.A.C. 4A:4-7.6(c) provides, in pertinent part, that if the nature of the work, education and experience qualifications of both titles are dissimilar for a lateral title change, then the employee shall be appointed pending examination. Under *N.J.A.C.* 4A:4-2.1(g), the Civil Service Commission (Commission) can accept clarifying information in eligibility appeals. *N.J.A.C.* 4A:4-6.3(b) provides that the appellant has the burden of proof in examination appeals.

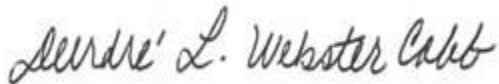
In the instant matter, Agency Services correctly determined that the appellant did not meet the requirements as she did not indicate that she had transcription experience on her application for the evaluation. However, the Commission finds that the appellant, based on the confirmation submitted by the appointing authority, has sufficiently clarified that she performed both transcription and clerical work for more than the required three years. Additionally, the appointing authority confirmed that the appellant has been a supervisor of staff performing the required duties since 2011, which is more than the required supervisory experience of one year. Therefore, the Commission finds that the appellant should be considered as passing the qualifying examination and her date of permanent appointment, pending her successful completion of a current working test period, shall be February 6, 2019, the date of this decision.

ORDER

Therefore, it is ordered that this appeal be granted and the appellant's permanent appointment to the title of Supervising Clerk Transcriber, pending her successful completion of a current working test period, shall be effective February 6, 2019.

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 6th DAY OF FEBRUARY, 2019



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