



STATE OF NEW JERSEY

In the Matter of Heather Haines,
Principal Account Clerk (PC4350C),
Burlington County

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

CSC Docket No. 2022-1035

Examination Appeal

ISSUED: FEBRUARY 7, 2022 (JET)

Heather Haines appeals the determination of the Division of Agency Services (Agency Services) that she did not meet the experience requirement for the promotional examination for Principal Account Clerk (PC4350C), Burlington County.

The subject examination was announced with specific requirements that had to be met as of the August 23, 2021 closing date. The requirements were two years of experience in the preparation, maintenance and/or review and verification of financial records. Two applicants applied for the subject examination that resulted in a list of one eligible with an expiration date of October 20, 2024. One certification was issued (PL211294) and one appointment was made.

A review of the appellant’s application reveals that she served provisionally in the subject title from April 2021 to August 2021, as a Senior Clerk Transcriber from July 2018 to April 2021 and from August 2007 to July 2018, and as an Inventory employee from May 2007 to August 2007.¹ Agency Services credited the appellant with five months of applicable experience for her provisional service in the subject title, and with four months of applicable experience for her work as an Inventory employee. However, it did not find any of her other experience applicable. Accordingly, Agency Services determined that the appellant was ineligible for the subject examination, as she lacked one year and three months of applicable experience.

¹ However, the appellant’s official personnel record indicates she was appointed as a Senior Clerk Transcriber in April 2015. Prior to that time, she was a Keyboarding Clerk 1

On appeal, the appellant maintains that she is eligible for the examination, and she provides additional information on appeal with respect to the duties she performed. Specifically, she asserts, among other things, that her duties as a Senior Clerk Transcriber included updating spreadsheets with respect to service vendors; completing appraisals and surveys; estimating totals for purchase of properties, supplies, and payments to vendors; ensuring that amounts are paid; resolving discrepancies; reviewing, submitting, and paying purchase orders; preparing spreadsheets; keeping track of and getting approval of purchase orders; coordinating with the Finance Department; ensuring that funds are allotted in appropriate amounts; and assisting her supervisor in obtaining correct information.

Official personnel records indicate that the appellant continues to serve provisionally in 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:1-1.2(c) provides that a rule may be relaxed for good cause in a particular situation. Initially, it is noted that Agency Services correctly credited the appellant with nine months of applicable experience for her provisional service in the subject title, and for her work as an Inventory employee. Although the appellant's experience as a Senior Clerk Transcriber since April 2015 included some applicable duties, those were not the primary focus of her position. As such, Agency Services could not credit her with any applicable experience for that work as generally, only experience that is the primary focus of a position is accepted. However, although her experience as a Senior Clerk Transcriber does not precisely mirror the required experience, the Civil Service Commission (Commission) is satisfied that the totality of her experience in that title beginning in April 2015 satisfies the announced requirements. Additionally, the Commission notes that the appellant continues to serve provisionally in the title under test and has accrued an additional six months of applicable experience. Moreover, the situation is not competitive as the only eligible was appointed and there are no other applicants. Under these circumstances, good cause exists to relax the provisions of *N.J.A.C.* 4A:4-2.6(a) and accept the totality of the appellant's experience, including experience gained after the closing date, for eligibility purposes only, and admit her to the examination.

ORDER

Therefore, it is ordered that this appeal be granted, and the appellant's application be processed for prospective employment opportunities only at the time of the next certification.

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 2ND DAY OF FEBRUARY 2022

Deirdre' L. Webster Cobb

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