



**STATE OF NEW JERSEY**

In the Matter of Marchella DeLuca,  
Assistant Personnel Officer (C1644F),  
Passaic County

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

CSC Docket No. 2025-1664

Examination Appeal

**ISSUED: April 30, 2025 (SLK)**

Marchella DeLuca appeals the determination of the Division of Agency Services (Agency Services) that she did not meet the experience requirements for the Assistant Personnel Officer (C1644F), Passaic County open competitive examination.

The closing date of the examination was November 21, 2024. The applicable requirements were a Bachelor's degree and two years of supervisory personnel experience, including the review of classification problems and wage studies, the handling of personnel problems, and the coordination of the training needs of the jurisdiction. A total of four applicants applied for the subject examination and none were determined eligible. Therefore, the examination was cancelled due to a lack of qualified candidates.

On the appellant's application, she indicated that she possessed a Bachelor's degree. Additionally, the appellant presented that for Passaic County, she was provisionally serving in the subject title from January 2024 to the examination closing date<sup>1</sup>, and a Keyboarding Clerk 1 from December 2021 to January 2024. Further, the appellant listed that she was a Paraprofessional for the Essex County Educational Services Commission, an Assistant Kindergarten Teacher for Monarch

<sup>1</sup> It is noted that even if the appellant received credit for her provisional service, this would still only be 11 months of experience by the closing date, and she would lack one year and one month of the required experience.

Montessori School from September 2017 to December 2021, and a 20 hour per week Cashier/Customer Services for Bberries Frozen Yogurt from April 2015 to October 2016. Agency Services credited the appellant for her Bachelor's degree but determined that she lacked two years of experience.

On appeal, the appellant notes her Bachelor's degree and that she has been employed in the Passaic County Sheriff's Department since December 2021. She presents that she was provisionally appointed to the subject title in January 2024. The appellant indicates that her duties in this position consist of reviewing personnel action forms to confirm that they comply with law, rules, and policies. Additionally, she states that she updates department charts upon receipt of personnel action forms and memorandums. Also, the appellant provides that she updates personnel statistics on a weekly personnel report. The appellant presents that she ensures the execution of new hires, separations, title changes, and terminations, and she routinely follows-up with personnel and payroll staff regarding information requests. Moreover, she indicates that she receives resumes and schedules interviews for employment candidates. Additionally, the appellant provides that she participates in interviewing suitable candidates for law enforcement and civilian positions with the completion of notes at the end of each interview. Also, she notes that she schedules new hires and rehires for paperwork. Further, the appellant presents that she prepares bios for promoted employees and ensures preparation of oaths for both the Sheriff and those who are promoted. Additionally, she states that she prepares bios for employees responding to an agency vacancy announcement and mails disciplinary documents and workman's compensation letters. She tracks and updates Public Safety Telecommunicator trainee statuses and emails retirement notices. The appellant brings issues, errors, or non-routine personnel actions, including exceptions made by higher-ups, to the attention of the Personnel Officer.

## CONCLUSION

*N.J.A.C.* 4A:4-2.3(b)2 requires applicants to possess all the requirements specified in an announcement for an open competitive examination by the closing date. *N.J.A.C.* 4A:4-6.3(b) provides that the appellant has the burden of proof in examination appeals.

In this matter, Agency Services correctly determined that the appellant lacked the required experience for the subject examination, including while serving provisionally in the subject title. Specifically, the applicable experience is two years of **supervisory** personnel experience. However, the appellant's application and appeal does not indicate that she has any supervisory responsibility while serving provisionally in the subject title. Moreover, the appellant has not indicated that her duties involve the review of classification problems and wage studies, the handling of personnel problems, and the coordination of the training needs of the jurisdiction. Instead, it appears that while the appellant may be performing some professional

personnel duties, she is also performing technical, administrative, and/or clerical personnel duties. Accordingly, her appeal is denied. Further, as the appellant does not appear to be performing duties consistent with an Assistant Personnel Officer classification, the matter is referred to Agency Services for a classification review. Upon a determination as to the appellant's appropriate title, a corresponding announcement for an examination for that title shall be issued.

### ORDER

Therefore, it is ordered that this appeal be denied. It is further ordered that the matter of the proper classification of the appellant's position be referred to Agency Services for a classification review. Upon a determination as to the appellant's appropriate title, a corresponding announcement for an examination for that title shall be issued.

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 30<sup>TH</sup> DAY OF APRIL, 2025




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