



B-30

STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION  
OF THE  
CIVIL SERVICE COMMISSION

In the Matter of Anissa Torres,  
Administrative Assistant 3  
(PS0084R), Board of Public Utilities

Examination Appeal

CSC Docket No. 2016-592

ISSUED: **OCT 09 2015** (SLK)

Anissa Torres appeals the determination of the Division of Agency Services (Agency Services) that she was below the minimum requirements in experience for the promotional examination for Administrative Assistant 3 (PS0084R), Board of Public Utilities.

The examination at issue was announced with specific requirements that had to be met as of the February 21, 2015 closing date (see attached). A total of two employees applied for the subject examination that resulted in a list of one eligible with an expiration date of July 8, 2018.

On her application, Ms. Torres indicated that she was provisionally serving in the subject title from April 2014 to the February 21, 2015 closing date, a Senior Clerk Typist from February 2013 to April 2014, a Clerk Typist from January 2012 to February 2013, an Administrative Coordinator/Marketing for Telquest International from February 2011 to January 2012, a Clerk Typist from June 2007 to June 2010<sup>1</sup>, and an Administrative Assistant – Temporary from January 2006 to June 2007<sup>2</sup>. She also indicated that she had 14 college credits. Agency Services credited the appellant with six months of experience based on her college credits, 11 months of experience based on her provisional service in the subject title, and one year of experience based on her working as an Administrative

<sup>1</sup> Personnel records indicate that she was a Clerk Typist from March 2007 to June 2010.

<sup>2</sup> Personnel records indicate that she was a Student Intern TES from September 2003 to March 2007.

Coordinator/Marketing for Telquest International, but determined she lacked two years and seven months of the required experience.

On appeal, Ms. Torres states that since January 2006 through the closing date she has been performing the required duties while working for either the appointing authority as a full-time temporary employee, Clerk Typist, Senior Clerk Typist, or provisionally in the subject title or in the private sector as an Administrative Coordinator/Marketing. Additionally, the appellant submits letters from Dianne Solomon, Commissioner, and Kenneth Sheehan, Chief of Staff, confirming that the appellant has been performing the required administrative duties for the appointing authority out-of-title since January 2006 due to business necessity.

### 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:4-2.6(c) provides that, except when permitted for good cause, applicants for promotional examinations with open-competitive requirements may not use experience gained as a result of out-of-title work to satisfy the requirements for admittance to the examination or for credit in the examination process.

Initially, it is noted that Agency Services correctly determined that the appellant was not eligible for the subject examination. The appellant was credited with having two years and five months of experience based on her college credits, her provisional service in the subject title, and her experience as an Administrative Coordinator/Marketing for Telquest International, but she lacked the required relevant experience to establish eligibility. Any relevant experience the appellant gained as a Student Intern TES, Clerk Typist, or Senior Clerk Typist would be out-of-title-work. However, Dianne Solomon and Kenneth Sheehan have verified that the appellant performed the required out-of-title duties since January 2006 due to the appointing authority's business necessity. Additionally, the examination situation is not competitive as there is only one eligible on the list and the appellant continues to serve provisionally in the title under test. Accordingly, good cause exists to accept the appellant's out-of-title work experience in the titles of Clerk Typist and Senior Clerk Typist, for eligibility purposes only, and to admit her to the examination.

### ORDER

Therefore, it is ordered that the appeal be granted, and Anissa Torres' 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 7<sup>th</sup> DAY OF OCTOBER, 2015



Robert M. Czech  
Chairperson  
Civil Service Commission

Inquiries  
and  
Correspondence

Henry Maurer  
Director  
Division of Appeals and Regulatory Affairs  
Civil Service Commission  
Written Record Appeals Unit  
P.O. Box 312  
Trenton, New Jersey 08625-0312

Attachment

c: Anissa Torres  
Raquel Washington  
Kelly Glenn  
Joseph Gambino

NEW JERSEY CIVIL SERVICE COMMISSION-STATE SERVICE  
**PROMOTIONAL ANNOUNCEMENT**



**\$25.00 PROCESSING FEE REQUIRED**  
 Make Check/Money Order Payable to NJCSC

SYMBOL: <b>PS0084R</b>	WEIGHT CODE: *
TITLE: <b>ADMINISTRATIVE ASSISTANT 3</b>	SALARY: <b>\$45,053.00 - \$63,538.00</b>
ISSUE DATE: <b>February 01, 2015</b>	CLOSING DATE: <b>February 21, 2015</b>
TITLE CODE: <b>59903/NPRXR7</b>	CLASS CODE: <b>19</b>
DEPARTMENT: <b>PUA/PUBLIC UTILITIES</b>	
UNIT SCOPE: <b>R692 Office of the President/Economist/Budget &amp; Finance</b>	

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 to view this announcement and to file an application**

**Open to employees in the competitive division who have an aggregate of one year of continuous permanent service as of the closing date in any competitive title and meet the requirements listed below:**

Education: Graduation from an accredited college or university with a Bachelor's degree. You must indicate either possession of a degree or total number of college credits completed to date on your application. (Foreign degrees/ transcripts must be evaluated by a recognized evaluation service.) Failure to do so will result in rejection from the examination process.

Applicants who do not possess the required education may substitute, in addition to the required experience indicated below, applicable experience on a year for year basis, with thirty (30) semester hour credits being equal to one (1) year of experience.

Experience: One (1) year of experience in a business or government agency providing administrative support services and/or coordinating work activities.

License: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle rather than employee mobility, is necessary to perform the essential duties of the position. The responsibility for ensuring that employees possess the required motor vehicle license, commensurate with the class and type of vehicles they operate, rests with the Appointing Authority.

**IMPORTANT INFORMATION**

- NJAC 4A:4-2.6 states that all requirements listed, including assignment to the department and unit scope, must be met as of the closing date.
- YOU MUST COMPLETE YOUR APPLICATION IN DETAIL.** Your score may be based on a comparison of your credentials with the job requirements. Failure to complete your application properly may lower your score or cause you to fail.
- This examination is open to full- and part-time permanent employees. If an employment list results from this announcement, it may be certified to fill full-time and part-time positions. If 35- and 40-hour positions are used within the unit scope, the resulting list may be used to fill either work week position.
- NJAC 4A:4-1.5 states that any employee who is serving on a provisional basis and who fails to file for and take an examination which has been announced for his/her title **SHALL BE SEPARATED FROM THE PROVISIONAL TITLE.**
- In accordance with Public Law 2010 c.26, Veterans pay a reduced application fee of \$15.00 if they have previously established Veterans Preference with the DMAVA (as defined by N.J.S.A. 11A:5-1 et seq.), or your claim is approved by DMAVA at least 8 days prior to the issuance of this eligibility list. **PLEASE NOTE THIS REDUCED FEE DOES NOT APPLY TO PUBLIC SAFETY TITLES.**
- SPECIAL NOTE TO ALL APPLICANTS** Please make sure you are assigned to the unit scope indicated above. If you do not know your unit scope assignment, please contact your Human Resource Office. If you file an application for this announcement and you are not assigned to the unit scope indicated above, **YOU WILL BE FOUND INELIGIBLE FOR THIS EXAM AND YOUR APPLICATION FEE WILL NOT BE REFUNDED.**
- If you are having difficulty submitting your application online, technical support and customer care are available during regular business hours, 8:00 a.m. to 4:00 p.m. EST, Monday - Friday, excluding holidays and emergency closings. Please Email: [OAS.support@csc.state.nj.us](mailto:OAS.support@csc.state.nj.us) or call (609) 292-4144. Please note that application support requests received outside regular business hours on the closing date will not change the application filing deadline so **PLEASE FILE EARLY.**

DPF-256A \* Revised 03/09