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STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION
OF THE
CIVIL SERVICE COMMISSION

In the Matter of Sussana Eisenmann,
Accounting Assistant (PM0698T),
Oakland

Examination Appeal

CSC Docket No. 2016-1031

ISSUED: **NOV 10 2015** (RE)

Sussana Eisenmann appeals the decision of the Division of Agency Services which found that she did not meet the educational requirements for the promotional examination for Accounting Assistant (PM0698T), Oakland.

The subject promotional examination had a closing date of May 21, 2015 and was open to employees in the competitive division who had an aggregate of one year of continuous permanent service as of the closing date and who met the announced requirements. These requirements included satisfactory completion of at least 60 semester hour credits from an accredited college and university, including a minimum of 12 semester hour credits in accounting courses. Satisfactory completion of 12 semester hour credits in accounting courses at an accredited college or university and two years of experience in phases of auditing and accounting operations could be substituted for the required education. The appellant was determined to be below the minimum requirements in education. It is noted that no applicants were admitted, and the examination was canceled on September 24, 2015.

Ms. Eisenman possesses over 120 college credits, but only six credits in Accounting. As such, she was found to be lacking six credits in Accounting.

On appeal, the appellant argues that she has taken nine graduate school-level courses at Rutgers University for the designation of Certified Municipal Finance Officer, and she provides certificates for five them: Introduction to Accounting; Current Fund I; Current Fund II; Municipal Capital and Trust Fund

Accounting; Municipal Utility Fund Accounting. The Business Administrator sent a letter in support of this appeal, stating that the appellant has completed five accounting courses in continuing studies as part of a Certified Municipal Finance Officer training program.

N.J.A.C. 4A:4-2.6(a) provides that applicants shall meet all requirements specified in the promotional examination announcement by the closing date.

CONCLUSION

The review of the announcement indicates that a *minimum* of 12 semester hour credits and accounting courses is required. While there was a substitution clause for the 60 general college credits, there was no substitution clause for the accounting courses. For each of the courses that the appellant lists on appeal, she received a certificate in continuing studies, not college credit. Continuing Education Units (CEUs) and training courses are not considered equivalent to college level credits unless it can be demonstrated that the coursework would be accepted at an accredited college or university for college credits. *See In the Matter of Stephen Gavrell* (MSB, decided March 26, 2003). Additionally, the Commission notes that some titles, such as Network Administrator 2, permit evaluation of training courses completed at accredited institutions to see how they compare, both in hours/content, to college courses. In the matter at hand, Ms. Eisenmann has completed continuing education courses in pursuit of a Municipal Finance Officer Certification offered by Rutgers University. Absent an estimation by Rutgers University that the continuing education courses completed by Ms. Eisenmann equate to at least six college credits in accounting courses, she does not meet the educational requirement for the subject title.

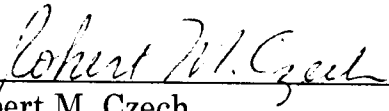
An independent review of all material presented indicates that the decision of the Division of Agency Services that the appellant did not meet the announced requirements for eligibility by the closing date is amply supported by the record. The appellant provides no basis to disturb this decision. Thus, the appellant has failed to support her burden of proof in this matter.

ORDER

Therefore, it is ordered that this appeal be denied.

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 5th DAY OF NOVEMBER, 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

c: Sussanna Eisenmann
Richard Kunze
Kelly Glenn
Joseph Gambino

