

B-14



STATE OF NEW JERSEY

In the Matter of Network Administrator 1, Office of Information Technology

FINAL ADMINISTRATIVE ACTION OF THE CIVIL SERVICE COMMISSION

CSC Docket No. 2016-1545

Request for Administrative Relief

ISSUED: DEC 17 2015 (CSM)

The Division of Agency Services (Agency Services), on behalf of the Office of Information Technology (OIT), requests that it be permitted to selectively certify eligibles from promotional lists for Network Administrator 1, Office of Information Technology. Agency Services also requests that the current announcements for Network Administrator 1 (PS6089U) and (PS8708U) be cancelled and new announcements issued indicating the eligibles will be selectively certified.

In its request to the Civil Service Commission (Commission), Agency Services states, in pertinent part, that the Commission approved the establishment of the variant titles of Network Administrator 1, Office of Information Technology and Network Administrator 2, Office of Information Technology and determined that these variant titles were appropriate for job banding. See In the Matter of Job Banding for Software Development Specialist 1 and 2, and Network Administrator 1 and 2, Office of Information Technology (CSC, decided July 29, 2015) (Job Banding). Additionally, in August 2014, the former Division of Selection Services (Selection Services) conducted an analysis with OIT subject matter experts (SMEs) that identified 57 specific skillsets and 20 industry-recognized certifications that may be required of an incumbent in the Network Administrator, Office of Information Technology Job Band. As noted in Job Banding, supra, the rapid changes in information technology and OIT's inability to make permanent promotional appointments from lists produced by this agency, in conjunction with the difficulty of this agency's ability to conduct promotional examinations for networking and information technology titles, make it impractical for this agency to continually develop timely, content-valid examinations. However, Agency Services states that utilizing a structured screening process, similar to the one the Commission

approved in *In the Matter of Software Development Specialist 2 and Software Development Specialist 3* (CSC, June 26, 2013) (*Software Development Specialist*), to selectively certify those candidates for Network Administrator 1, Office of Information Technology would permit OIT to select those candidates that have been identified and verified as having the specific skillset(s) and/or certification(s) necessary to perform the duties of the positions without violating the "Rule of Three." Therefore, Agency Services supports OIT's request for selective certification of Network Administrator 1, OIT and the cancellation and reissuance of the current promotional announcements for the subject title.

In its submission to Agency Services, OIT emphasizes its success with the use of selective certification procedures as approved by the Commission in *Software Development Specialist, supra*, and states that the structured interview, administrated by SMEs familiar with the candidates' specialized qualifications, has met the needs of the agency. Therefore, OIT requests approval to utilize selective certification procedures for the entry level of the Network Administrator Job Band utilizing the following procedures:

1. Since the previous examination symbols for Network Administrator 1 closed more than one year ago, cancel the promotional examinations in progress for Network Administrator 1.
2. Agency Services will issue new promotional announcements for Network Administrator 1, Office of Information Technology with a current closing date. The new announcement will indicate that the candidates on the eligible list will be selectively certified based on possession of the specific skillset(s) required for the position(s) to be filled as determined by the appointing authority.
3. This agency will produce ranked eligible lists, utilizing a rating of education and experience.
4. A single certification will be utilized to fill multiple positions with varying skillsets in the same unit scope.
5. The eligible lists will be certified utilizing normal procedures in the Revised Automated Placement System (RAPS). No programming changes will be made to legacy human resource data systems.
6. OIT supervisory employees will interview all candidates certified, regardless of survey responses, to discuss their qualifications in relation to available vacancies. A highly structured, monitored, and documented interview process, in addition to survey responses, will be utilized to verify the skillsets of all candidates against the skillsets required for each

vacancy. Candidates not possessing the skillsets necessary for any available vacancy may be bypassed on the certification in favor of a lower ranking eligible possessing the necessary skillsets.

7. After skillsets are identified and verified, all normal selection procedures, including veterans' preference and the "rule of three," will be utilized to make selections among candidates possessing the requisite skillsets.
8. The eligible list will not be considered a complete list unless there are three interested eligibles possessing the necessary skillsets for each available vacancy.
9. Candidates will not be eligible for a provisional appointment from an incomplete list, in accordance with *N.J.A.C.* 4A:4-4.2(c)2, unless they possess the skillsets for the position encumbered by the provisional employee whose name is not on the list.

## CONCLUSION

In the present matter, OIT requests permission to selectively certify eligibles from promotional lists for Network Administrator, Office of Information Technology and cancellation of the current promotional announcements for Network Administrator 1 (PS6089U) and (PS8708U) and new announcements issued indicating the eligibles will be selectively certified. The Commission is cognizant that OIT must staff multiple positions that may require proficiency in multiple different skillsets. In this case, the job analysis conducted for the Network Administrator Job Band confirmed that there were 57 specific skillsets performed by incumbents in the band and 20 industry-recognized certifications that may be required of an incumbent in the band. Moreover, as stated in *Job Banding and Software Development Specialist, supra*, the rapid evolution of the information technology fields suggests that some of the skillsets may become obsolete in the future and be replaced by newer skillsets. As noted by Agency Services, it would be impractical to expect examination content development to maintain pace with the changes that can be expected to occur within the 57 skillsets.

Given that the purpose of the creation of the Network Administrator Job Band was to provide OIT with flexibility needed to more effectively meet its responsibilities and to create a clear career path for employees, it makes sense that OIT would evaluate for these proficiencies based on the skillset survey results and a structured interview. Indeed, selective certifications have been authorized by this agency in numerous circumstances where it was determined that possession of specialized credentials or skill sets are needed to perform the duties of certain positions. See *In the Matter of Principal Engineer, Structural Evaluation (PS1795T)* (CSC, decided December 3, 2008); *In the Matter of Giulia Kirsch* (MSB, decided

February 11, 2004). *See also, In the Matter of Investigator, Public Advocate/Public Defender* (Commissioner of Personnel, decided September 12, 1997) (Due to the specialized nature of the duties required by court rules for incumbents in the Division of Mental Health and Guardianship Advocacy, and noting that by doing so would obviate the need to create a new variant Investigator title, the former Commissioner of Personnel determined it was appropriate to only certify eligibles for this Division who possessed the specialized requirements). Therefore, it is appropriate to selectively certify those individuals who possess the skillset(s) and/or certification(s) required for specific Network Administrator 1 positions.

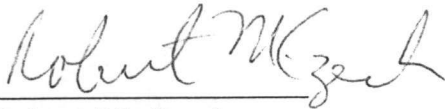
Additionally, the promotional examination for Network Administrator 1 (PS8708U) was announced with a closing date of May 21, 2014 and the promotional examination for Network Administrator 1 (PS6089U) was announced with a closing date of November 21, 2013. The examinations for these symbols have not yet been developed and scheduled. *N.J.A.C. 4A:4-2.1(d)* states a promotional examination shall be re-announced if, within one year of the closing date, the examination has not been developed and scheduled. Therefore, it is appropriate to cancel these announcements, re-announce them with a current closing date, and to indicate on the new announcements that the eligibles will be selectively certified based on the specific skillset(s) and/or certification(s) required for the position as determined by the appointing authority.

#### ORDER

Therefore, it is ordered that this request be granted.

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  
16<sup>TH</sup> DAY OF DECEMBER, 2015



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