

B-29



STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION
OF THE
CIVIL SERVICE COMMISSION

In the Matter of Lateefah Chandler,
Assistant Purchasing Agent
(PM1002S), City of Camden

Examination Appeal

CSC Docket No. 2015-1791

ISSUED: **DEC 17 2015** (WR)

Lateefah Chandler appeals the determination of the Division of Agency Services (Agency Services) which found that she was below the minimum requirements in experience for the promotional examination for Assistant Purchasing Agent (PM1002S), City of Camden.

The subject examination was announced with a closing date of August 21, 2014 and was open to employees who possessed, in relevant part, a Bachelor's degree and four years of experience in the writing of purchase specifications and in the purchase of equipment, materials, and supplies in a large government or private agency. Agency records indicate that the examination was cancelled on December 26, 2014 as all three applicants, including the appellant, were found ineligible.

On her application, the appellant listed experience in the subject title from May 2014 to the closing date, as a Senior Budget Examiner from January 2012 to May 2014, as an Administrative Analyst from July 2009 to January 2012, as an Assistant Administrative Analyst from January 2008 to July 2009 and as an Office Manager from December 1999 to January 2008. The Division of Agency Services (Agency Services) credited her with two years and eight months of experience for her service in the subject title and as a Senior Buyer. However, it determined that she did not perform relevant purchasing duties as an Assistant Administrative Analyst or as an Office Manager. It also noted that she did not write purchasing specifications as an Administrative Analyst and, as a result determined that she lacked one year and four months of the required experience as of the closing date and was, therefore, ineligible.

On appeal, the appellant maintains that the duties she performed in her past positions satisfy the experience requirement for the subject examination. In support of her appeal, she submits numerous letters that detail the work she performed as an Assistant Purchasing Agent, Senior Budget Examiner, Administrative Analyst and Office Manager. In particular, she submits a letter from Captain Albert Handy which describes her experience as an Administrative Analyst for the Camden City Police Department, which included her work with purchasing and acquisition of materials and supplies.

Agency 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: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 eligibility requirements or for credit in the examination process.

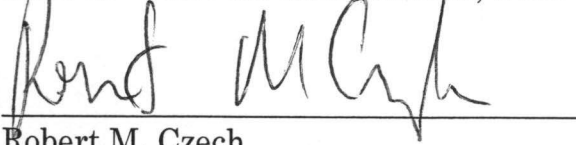
As noted above, the subject examination was cancelled after all three applicants were found ineligible. However, the appellant has continued to serve in the subject title provisionally pending promotional examination procedures since the August 21, 2014 closing date. Moreover, while Agency Services did not credit the appellant's experience as an Administrative Analyst, a review of the record indicates that the appellant's service in that title is applicable. Such experience, combined with her experience in the subject title gained after the closing date satisfies the four years of required experience. In light of the foregoing, good cause exists to accept the appellant's work experience after the closing date, for eligibility purposes only, and to admit her to the subject examination.

ORDER

Therefore, it is ordered that this appeal be granted and the appellant's application be processed for future 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 16th DAY OF DECEMBER, 2015



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RESEARCH REPORT

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