

B-96 CSC



STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION  
OF THE  
CIVIL SERVICE COMMISSION

In the Matter of Valerie Dann,  
Supervisor of Accounts (PC0913T),  
Union County

Examination Appeal

CSC Docket No. 2016-1472

ISSUED: DEC 17 2015 (SLK)

Valerie Dann 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 Supervisor of Accounts (PC0913T), Union County, Prosecutor's Office.

The examination at issue was announced with specific requirements that had to be met as of the June 22, 2015 closing date (see attached). The appellant was the only employee that applied for the examination which was cancelled due to a lack of qualified applicants.

On her application, Ms. Dann indicated that she was provisionally serving in the subject title from February 2015<sup>1</sup> to the June 22, 2015 closing date, a Keyboarding Clerk 2 from September 2007 to February 2015, and a Keyboarding Clerk 1 from August 2005 to September 2007. Agency Services credited her with six months of experience based on her provisional service in the subject title, but determined that she lacked four years and six months of experience.

On appeal, Ms. Dann provides that she has been continually employed in the appointing authority's Financial Unit since August 2005 and that her responsibilities have included maintaining all the financial records for multiple accounts that presently total over five million dollars while utilizing a cash based

<sup>1</sup> Personnel records indicate that her service as a Keyboarding Clerk 2 ended and her provisional service in the subject title began in January 2015.

accounting system. She indicates that these records are maintained through entries into accounts payable and receivable software modules. Further, she produces monthly reports and reconciliations for all connected bank accounts and sub-accounts. The appellant also represents that prior to joining the appointing authority she had 21 years of financial experience. Additionally, Thomas K. Isenhour, First Assistant Prosecutor of Union County, submits a letter in support of her appeal. Specifically, he confirms that the appellant performed the required duties out-of-title for the previous nine years as a Keyboarding Clerk 2 and 1 and explains that it was a mistake on the appointing authority's part to misclassify her position. Mr. Isenhour maintains that the reason the appellant was hired was due to her many years of accounting and bookkeeping experience in the private sector.

### 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.

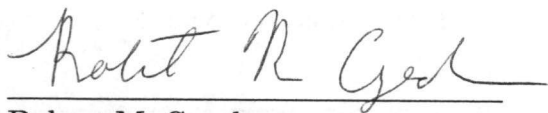
Initially, it is noted that Agency Services correctly determined that the appellant was not eligible for the subject examination. The appellant was credited with six months of experience based on her provisional service in the subject title, but she lacked four years and six month of the required experience needed to establish eligibility. Any relevant experience the appellant gained as a Keyboarding Clerk 2 and 1 would be out-of-title-work. However, Mr. Isenhour confirmed that she has been performing the required out-of-title duties as a Keyboarding Clerk 2 and 1 for the past nine years and that it was a mistake on the appointing authority's part to misclassify her position. Additionally, the examination was cancelled due to a lack of qualified applicants 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, for eligibility purposes only, and to admit her to the examination.

### ORDER

Therefore, it is ordered that the appeal be granted, the cancellation of the examination be rescinded and Valerie Dann's 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 16<sup>th</sup> DAY OF DECEMBER, 2015



Robert M. Czech  
Chairperson  
Civil Service Commission

Inquiries  
and  
Correspondence

Henry Maurer  
Director  
Division of Appeals and Regulatory Affairs  
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Attachment

c: Valerie Dann  
Grace H. Park, Esq.  
Kelly Glenn  
Joseph Gambino

NEW JERSEY CIVIL SERVICE COMMISSION  
 COUNTY AND MUNICIPAL GOVERNMENT SERVICES  
**PROMOTIONAL ANNOUNCEMENT**



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

|                                      |                                     |
|--------------------------------------|-------------------------------------|
| SYMBOL: <b>PC0913T</b>               | WEIGHT CODE: *                      |
| TITLE: <b>SUPERVISOR OF ACCOUNTS</b> | SALARY: <b>\$60,000.00</b>          |
| ISSUE DATE: <b>June 01, 2015</b>     | CLOSING DATE: <b>June 22, 2015</b>  |
| TITLE CODE: <b>03969/ RXRVR0</b>     | JURISDICTION CODE: <b>N20000018</b> |
| JURISDICTION: <b>UNION COUNTY</b>    |                                     |
| DEPARTMENT: <b>PROSECUTOR</b>        |                                     |

Visit [www.state.nj.us/csc](http://www.state.nj.us/csc)  
 And select "Job Announcements"  
 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 and are currently serving in the following title(s):**

**Assistant Supervisor of Accounts 00755**

**Or 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:**

Experience: Five (5) years of experience involving the operation and maintenance of a system of accounts.

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**

1. NJAC 4A:4-2.6 states that all requirements listed must be met as of the closing date, including assignment to jurisdiction/department, and satisfying the permanent status requirement.
2. **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.
3. This examination is open to full-time and part-time permanent employees. If an employment list results from this announcement, it may be certified to fill both full-time and part-time positions. If 35- and 40-hour positions are used within the department, the resulting list may be used to fill either work week position.
4. 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.**
5. 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.** (i.e. Police, Fire, Corrections and Sheriff).
6. **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 of regular business hours on the closing date will not change the application filing deadline, so PLEASE FILE EARLY.**

DPF-256A \* Revised 03/09