

B-99 CSC



STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION  
OF THE  
CIVIL SERVICE COMMISSION

In the Matter of Laura Toombs,  
Executive Assistant (PC0765T),  
Essex County

Examination Appeal

CSC Docket No. 2016-1519

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

Laura Toombs 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 Executive Assistant (PC0765T), Essex County.

The examination at issue was announced with specific requirements that had to be met as of the May 1, 2015 closing date (see attached). A total of six employees applied for the subject examination and all were deemed ineligible. As such, the examination was cancelled due to a lack of qualified applicants.

On her application, Ms. Toombs indicated that she was provisionally serving in the subject title from November 1980 to the May 1, 2015 closing date. She also indicated that she possesses 30 college credits. Personnel records indicate that she was provisionally serving in the subject title from August 2013 to the May 1, 2015 closing date, an Office Services Manager from April 1997 to August 2013, a Secretarial Assistant Stenography from January 1992 to April 1997, and a Secretarial Assistant Typing from July 1986 to January 1992. Agency Services credited her with two years and 10 months of experience based on her 30 college credits and one year and 10 months for her provisional service in the subject title, but determined that she lacked four years and two months of experience.

On appeal, Ms. Toombs submits a personnel record form that is signed by former County Administrator, Joyce Wilson Harley, and Alan Abramowitz, Director of Human Resources, which indicates that she was provisionally appointed to the Chief of Administrative Services title on June 1, 2006. Therefore, she assumes that

it was a clerical oversight that her provisional appointment to that position was not entered in her personnel records. Ms. Toombs outlines her responsibilities in that position to demonstrate that she performed the required duties since June 2006. Further, Mr. Abramowitz confirms that it was an error that her provisional appointment as Chief of Administrative Services was not entered in her personnel records. Additionally, he verifies that Ms. Toombs has performed the required program management duties as his assistant since June 2006.

### 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 two years and 10 months of experience based on her college credits and her provisional service in the subject title, but she lacked the required relevant experience to establish eligibility. However, Mr. Abramowitz confirmed that she has been performing the required duties since June 2006 in the title of Chief of Administrative Services. He further indicates that it was an error on the appointing authority's part to not record that appointment. 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 experience in the title of Chief of Administrative Services, for eligibility purposes only, and to admit her to the examination.

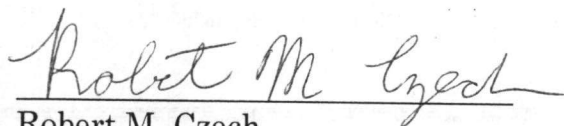
### ORDER

Therefore, it is ordered that the appeal be granted, the cancellation of the examination be rescinded and Laura Toombs' application be processed for prospective employment opportunities only.

It is further ordered that Agency Services correct the appellant's personal record to reflect a provisional appointment to Chief of Administrative Services, from June 1, 2006 to the date of her provisional appointment in the subject title.

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  
Civil Service Commission  
Written Record Appeals Unit  
P.O. Box 312  
Trenton, New Jersey 08625-0312

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Attachment

c: Laura Toombs  
Alan Abramowitz  
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>PC0765T</b>	WEIGHT CODE: *
TITLE: <b>EXECUTIVE ASSISTANT</b>	SALARY: <b>\$78,469.00 - \$97,029.00</b>
ISSUE DATE: <b>May 01, 2015</b>	CLOSING DATE: <b>May 21, 2015</b>
TITLE CODE: <b>04586/ QPRGR7</b>	JURISDICTION CODE: <b>N07000001</b>
JURISDICTION: <b>ESSEX COUNTY</b>	
DEPARTMENT: <b>ADMINISTRATION AND FINANCE</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 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 additional experience as indicated on a year for year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

Experience: Three (3) years of experience in program management with responsibility for planning, organizing, coordinating, staffing, reporting, and budgeting, or in assisting an executive with program development and implementation.

**Note:** Possession of a Master's degree in Public Administration, Business Administration, Management or related field from an accredited college or university may be substituted for one (1) year of experience. You must indicate the details of your Master's degree 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.

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 must be met as of the closing date, including assignment to jurisdiction/department, and satisfying the permanent status requirement.
  - 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-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.
  - 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.** (i.e. Police, Fire, Corrections and Sheriff).
  - 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@esc.state.nj.us](mailto:OAS.support@esc.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