



STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION
OF THE
CIVIL SERVICE COMMISSION

In the Matter of Kimberly Buffaloe,
Quality Assurance Technician
(PS2842K), Department of Human
Services

Eligibility Appeal

CSC Docket No. 2016-632

ISSUED: NOV 29 2016 (LDH)

Kimberly Buffaloe appeals the determination of the Division of Agency Services (Agency Services) that she did not meet the experience requirements for the promotional examination for Quality Assurance Technician (PS2842K), Department of Human Services.

The subject examination was announced with a closing date of February 21, 2015 and was open, in part, to applicants who possessed two years of administrative experience providing assistance in staffing, fiscal management, office administrative or other support services in a business or government agency and three years of experience in resident care work involving the review of clinical records, monitoring patient care, treatment measures, and the determination of treatment goals. The examination was processed as a qualifying examination, *i.e.*, all applicants who met the announced requirements received the same score with veterans being listed first, then non-veterans. The resulting eligible list of one name promulgated on July 16, 2015 and expires on July 15, 2018. The only eligible was appointed off a certification issued on July 16, 2015.

On her resume, the appellant indicated that, in part, she served in the title of Senior Practical Nurse from 2004 to the closing date and as a Licensed Practical

Nurse from 1998 to 2004.¹ Agency Services credited the appellant with one year of administrative experience and nine years three months for the resident care work experience. Thus, the appellant was found ineligible as she lacked two years of administrative experience.

On appeal to the Civil Service Commission (Commission), the appellant highlights her job duties as a Senior Practical Nurse. In support, she submits an updated resume and a letter from Glenda Torres, Quality Assurance Coordinator, who states that the appellant performed Quality Assurance Technician duties as a Senior Practical Nurse from May 16, 2012 to the closing date in order to meet the needs of the department.

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 the requirements for admittance to the examination or for credit in the examination process.

Initially, it is noted that Selection Services correctly determined that the appellant was not eligible for the subject examination as she lacked two years of administrative experience. However, on appeal, the appellant submits a letter from Torres stating that she has been performing relevant duties since May 16, 2012. The appellant was provisionally appointed to the title under test effective March 8, 2014 and continues to serve provisionally in that title. Accepting the supervisory verification that the appellant performed the appropriate administrative duties since May 16, 2012, and the fact that she continues to serve provisionally in the subject title, the appellant possesses more than the required years of experience. 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.

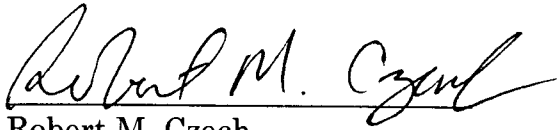
ORDER

Therefore, it is ordered that this appeal be granted and the appellant's application be processed.

¹ Agency Records indicate the appellant served as a Practical Nurse from August 1981 to December 2004; as a Senior Practical Nurse from December 2004 to March 2014; and was provisionally appointed to the subject title, effective March 8, 2014.

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 23RD DAY OF NOVEMBER, 2016



Robert M. Czech
Chairperson
Civil Service Commission

Inquiries
and
Correspondence

Director
Division of Appeals and Regulatory Affairs
Civil Service Commission
Written Record Appeals Unit
P.O. Box 312
Trenton, New Jersey 08625-0312

c: Kimberly Buffaloe
Mary Beth Candelori-Longo
Kelly Glenn
Records Center

