

B-17



STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION
OF THE
CIVIL SERVICE COMMISSION

In the Matter of Kelly Cloward,
Administrative Analyst 3 (PS0734K),
Department of Children and Families

Examination Appeal

CSC Docket No. 2017-26

ISSUED: **DEC 29 2016** (SLK)

Kelly Cloward 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 Administrative Analyst 3 (PS0734K), Department of Children and Families.

The examination at issue was announced with specific requirements that had to be met as of the April 21, 2016 closing date (see attached). A total of nine employees applied for the examination that resulted in a list of two eligibles that expires on November 2, 2019.

On her application, Ms. Cloward listed 69 college credits. Therefore, she needed seven years of applicable experience per the substitution clause. She indicated that she was provisionally serving in the subject title from September 2015 to the April 21, 2016 closing date, as a Senior Fiscal Analyst from January 2011 to August 2015, as an Administrative Analyst 2 from March 2008 to December 2010, as an Administrative Analyst 1 from May 2007 to February 2008, as a Management Assistant from August 2002 to April 2007, in various clerical positions from December 2000 to August 2002, as an Office Manager for Kindercare Learning Center from January 1998 to November 2000, and as an Office Manager for East Coast Comics from June 1997 to December 1997. Agency Services credited her with 6 years and 8 months of experience based on 2 years and 4 months for her education, 10 months for her Administrative Analyst 1 experience, and 3 years and

6 months for her Office Manager experiences, but determined that she lacked 4 months of experience.

On appeal, Ms. Cloward states that her experience as a Senior Fiscal Analyst encompassed Administrative Analyst work. Additionally, she submits a statement from Kelley Michalowski, Director, Office of Education, who confirms that one of Ms. Cloward's primary duties while serving provisionally in the subject title is to recommend, plan, and implement improvements for the Office of Education.

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.

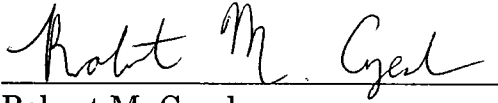
Initially, Agency Services correctly determined that the appellant lacked four months of the required experience for the subject examination as she did not clearly describe in her application that her primary responsibility while serving provisionally in the subject title or while serving in other titles where she did not get credit included the recommendation, planning and/or implementation of improvements in a government agency. However, in accordance with *N.J.A.C.* 4A:4-2.1(g), the Civil Service Commission (Commission) can accept clarifying information in eligibility appeals. For example, information submitted on appeal pertaining to duties performed in a given position that expands or enlarges on information previously submitted is considered clarifying. Based on Ms. Michalowski's confirmation, Ms. Cloward clarifies that while serving in the subject title for eight months prior to the closing date, one of her primary duties was to recommend, plan, and implement improvements for the Office of Education. Under these circumstances, good cause exists to accept the clarification of Ms. Cloward's experience and admit her to the examination.

ORDER

Therefore, it is ordered that this appeal be granted and Kelly Cloward be scheduled for a make-up examination as soon as possible. If the appellant achieves a passing score, her name should be added to the eligible list 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 21st DAY OF DECEMBER, 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

Attachment

c: Kelly Cloward
Linda Dobron
Kelly Glenn
Michelle Karngbaye
Records Center

NEW JERSEY CIVIL SERVICE COMMISSION-STATE SERVICE
PROMOTIONAL ANNOUNCEMENT

Click here to file Online Print
\$25.00 PROCESSING FEE REQUIRED
 Make Check/Money Order Payable to NJCSC

SYMBOL: PS0734K

WEIGHT CODE: *

TITLE: ADMINISTRATIVE ANALYST 3

SALARY: \$64,677.00 - \$92,012.00

ISSUE DATE: April 01, 2016

CLOSING DATE: April 21, 2016

TITLE CODE: 50075/DPRXR7

CLASS CODE: 26

DEPARTMENT: CFA/CHILDREN AND FAMILIES

UNIT SCOPE: CF53 Fiscal

Visit 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 are currently serving in a title to which the announcement is open and have an aggregate of one year of continuous permanent service as of the closing date in the following title(s):

Administrative Analyst 2

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:

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.

Note: Applicants who do not possess the required education may substitute additional experience as indicated below 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 involving the review, analysis, and evaluation of budget, organization, administrative practices, operational methods, management operations, or data processing applications, or any combination thereof, which shall have included responsibility for the recommendation, planning and/or implementation of improvements in a business or government agency.

Note: A Master's degree in Public Administration, Business Administration, Economics, Finance, or Accounting may be substituted for one (1) year of indicated 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

1. NJAC 4A:4-2.6 states that all requirements listed, including assignment to the department and unit scope, must be met as of the closing date.
2. ONLY ON-LINE APPLICATIONS WILL BE ACCEPTED. 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- and part-time permanent employees. If an employment list results from this announcement, it may be certified to fill full-time and part-time positions. If 35- and 40-hour positions are used within the unit scope, 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.
6. SPECIAL NOTE TO ALL APPLICANTS Please make sure you are assigned to the unit scope indicated above. If you do not know your unit scope assignment, please contact your Human Resource Office. If you file an application for this announcement and you are not assigned to the unit scope indicated above, YOU WILL BE FOUND INELIGIBLE FOR THIS EXAM AND YOUR APPLICATION FEE WILL NOT BE REFUNDED.
7. 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 or call (609) 292-4144. Please note that application support requests received outside regular business hours on the closing date will not change the application filing deadline so PLEASE FILE EARLY.

DPF-256A * Revised 03/09