



STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION  
OF THE  
CIVIL SERVICE COMMISSION

In the Matter of Mark Hoagland and  
Mark Klosinski, Network  
Administrator 1, OIT (PS2426U),  
Office of Information Technology

Examination Appeals

CSC Docket Nos. 2017-124 and 2017-  
125

ISSUED: **DEC 28 2016** (SLK)

Mark Hoagland and Mark Klosinski appeal the determinations of the Division of Agency Services (Agency Services) that they did not meet the education requirement for the promotional examination for Network Administrator 1, OIT (PS2426U), Office of Information Technology. These appeals have been consolidated due to common issues presented.

The examination at issue was announced with specific requirements that had to be met as of the March 21, 2016 closing date (see attached). A total of 18 employees applied for the examination and seven appeared on the resultant eligible list. From certification PS160885, four eligibles were appointed, one was bypassed, and two were removed from the list. The list expires on June 22, 2019.

Mr. Hoagland did not indicate on his application that he possessed a Bachelor's degree. He indicated that he attended numerous computer science/information technology training classes. He further indicated that he served in various information technology positions from October 1989 to the March 21, 2016 closing date, including provisionally serving in the subject title from June 2013 to March 21, 2016. Personnel records indicate that he provisionally served in the subject title from December 15, 2012 to October 15, 2016<sup>1</sup> and then was

<sup>1</sup> The appellants, through their union representative, Dudley Burdge, Senior Staff Representative, CWA Local 1032, requested that the time period for their separation from their provisional service in the subject title be extended until the Civil Service Commission makes a decision. By letter dated October 12, 2016, staff from the Division of Appeals and Regulatory Affairs informed the appellants

returned to his permanent title of Technical Support Specialist 1. Agency Services credited him with having met the experience requirement, but determined that he lacked a Bachelor's degree with 18 math or computer science credits from an accredited institution.

Mr. Klosinski did not indicate on his application that he possessed a Bachelor's degree. He indicated on his application that he had 66 college credits although his transcript shows that he possessed 27 credits. Mr. Klosinski further indicated that he served in various information technology positions from July 1999 to the March 21, 2016 closing date, including provisionally serving in the subject title from October 2012 to the closing date. Personnel records indicate that he provisionally served in the subject title from June 12, 2012 to October 15, 2016 and was returned to his permanent title of Telecommunication Systems Analyst 3. Agency Services credited him with having met the experience requirement, but determined that he lacked a Bachelor's degree with 18 math or computer science credits from an accredited institution.

On appeal, Mr. Hoagland lists the computer science related classes he has taken since 1999. He presents that these classes totaled 352 hours. The vendors for these classes were Cisco, Skyline, Global Solutions, Net G, and Siemon Cable. Mr. Hoagland contends that these classes are the equivalent of 22 college credits. He highlights that he has worked in computer networking for over 26 years and served provisionally in the subject title for 3 years. He attaches his most recent Performance Assessment Reviews (PARs), his resume, and a letter in support of his appeal from David Surro, Director Services Manager.

Mr. Klosinski presents that he has taken 280 hours of network infrastructure training classes and believes that these classes are the equivalent of 17.5 college credits. These classes include Deltak/ACF/VTAM/VTAME Commands in Princeton, Advance Netview Commands, Ethernet Network Analyst, Cisco Router Installation and Configuration, and Fundamentals in Z/OS at the Jack Morton Training Center, and Sniffer Pro Network Analyzer in New Brunswick. He indicates that he has 3 college math credits as shown on his transcript. Mr. Klosinski highlights that he has been working in network services for over 30 years and served provisionally in the subject title for over 4 years. He attaches his last 2 PARs, his resume, his college transcript, and a letter in support of his appeal from Mr. Surro.

## 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. Further, *N.J.A.C.*

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that a provisional appointee can be removed at any time and does not have a vested property interest in the provisional position. Therefore, there was no basis to grant this request.

4A:1-1.2(c) states that the Civil Service Commission (Commission) may relax a rule for good cause in order to effectuate the purposes of Title 11A, New Jersey Statutes.

Initially, Agency Services correctly determined that the appellants did not meet the required education as they did not submit evidence that they received formal training in Computer Science/Information Technology at accredited institutions. However, it cannot be ignored that the appellants have numerous years of experience and have participated in numerous hours of information technology training. Therefore, although the appellants training does not precisely mirror the education requirements contained in the announcement, the Commission is satisfied that the totality of the appellants' information technology experience and training warrant their admission to the subject examination. Moreover, the list is incomplete as there is only one eligible on the list. Therefore, under these circumstances, good cause exists to relax the provisions of *N.J.A.C. 4A:4-2.6(a)* and accept the totality of appellants' experience and education, and admit them to the subject examination.

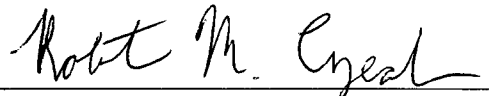
It is noted that this remedy is limited to the particular circumstances of this matter and does not set a precedent in any other matter.

#### ORDER

Therefore, it is ordered that these appeals be granted and Mark Hoagland's and Mark Klosinski's applications 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 21<sup>st</sup> 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: Mark Hoagland  
Mark Klosinski  
Dudley Burdge  
Sharon Pagano  
Kelly Glenn  
Records Center

NEW JERSEY CIVIL SERVICE COMMISSION-STATE SERVICE PROMOTIONAL ANNOUNCEMENT		<a href="#">Click here to file Online</a>  <b>\$25.00 PROCESSING FEE REQUIRED</b> Make Check/Money Order Payable to NJCSC
SYMBOL: <b>PS2426U</b> TITLE: <b>NETWORK ADMINISTRATOR I OIT</b> ISSUE DATE: <b>March 01, 2016</b> TITLE CODE: <b>10137C/CURXR2</b> DEPARTMENT: <b>OIT/OFFICE OF INFORMATION TECHNOLOGY</b> UNIT SCOPE: <b>U975 Network Infrastructure</b>	WEIGHT CODE: <b>*</b> SALARY: <b>\$67,714.00 - \$96,416.00</b> CLOSING DATE: <b>March 21, 2016</b> CLASS CODE: <b>26</b>	
Visit <a href="http://www.state.nj.us/csc">www.state.nj.us/csc</a> And select "Job Announcements" to view this announcement and to file an application		
<p><b>Open to employees in the non-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), and meet the requirements listed below:</b></p> <p style="text-align: center;"><b>Information Technology Specialist</b></p> <p><b>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 who meet the requirements listed:</b></p> <p>Education: Graduation from an accredited college or university with a Bachelor's degree which must include a minimum of eighteen (18) semester hour credits in Mathematics and/or Computer science. You must indicate the total number of college credits completed to date on your application. You must attach a copy of your transcript to 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.</p> <p>Experience: Three (3) years of experience in the development, implementation, and maintenance of multi-network, multi-user Local Area Networks (LAN), Metropolitan Area Networks (MAN), Storage Area Networks (SAN), and/or Wide Area Networks (WAN) environments.</p> <p>Note: Applicants who do not possess the Bachelor's degree but possess the 18 semester hour credits 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.</p> <p>Note: Evidence of formal training in Computer Science/Information Technology received at an accredited institution may be submitted with your application for evaluation for possible credit. These training courses will be examined to see how they compare, both in hours/content, to college courses to which they equate, sixteen (16) training hours being equal to one (1) college credit. In house training courses will not be accepted as meeting this criteria; thus, they will not be evaluated.</p> <p>License: Appointees will be required to possess a driver's license valid in New Jersey only if operation of a vehicle, rather than employee mobility, is necessary to perform 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.</p> <p>NOTE: In accordance with Civil Service Commission decision #2016-1545 dated 12/17/15, candidates who pass this examination will be selectively certified based on possession of the specific skillset(s) required for the position(s) to be filled as determined by the appointing authority.</p>		
<p style="text-align: center;"><b>IMPORTANT INFORMATION</b></p> <ol style="list-style-type: none"> <li>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.</li> <li><b>ONLY ON-LINE APPLICATIONS WILL BE ACCEPTED. YOU MUST COMPLETE YOUR APPLICATION IN DETAIL.</b> 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.</li> <li>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.</li> <li>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 <b>SHALL BE SEPARATED FROM THE PROVISIONAL TITLE.</b></li> <li>In accordance with Public Law 2010 c.26, <b>Veterans pay a reduced application fee of \$15.00</b> 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. <b>PLEASE NOTE THIS REDUCED FEE DOES NOT APPLY TO PUBLIC SAFETY TITLES.</b></li> <li><b>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.</b></li> <li><b>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: <a href="mailto:OAS.support@csc.state.nj.us">OAS.support@csc.state.nj.us</a> 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.</b></li> </ol>		

DPF-256A \* Revised 03/09

