



B-37

**STATE OF NEW JERSEY**

In the Matter of Eva Piotroski,  
Fiscal Analyst (PS2916U),  
Department of the Treasury

**FINAL ADMINISTRATIVE  
ACTION  
OF THE  
CIVIL SERVICE COMMISSION**

CSC Docket No. 2017-726

Examination Appeal

**ISSUED: DEC 23 2016 (JET)**

Eva Piotroski appeals the determination of the Division of Agency Services (Agency Services) that she did not meet the experience requirement for the promotional examination for Fiscal Analyst (PS2916U), Department of the Treasury.

The promotional examination was announced with specific requirements which had to be satisfied by the May 23, 2016 closing date (see attached). It was noted that applicants who did not possess the required education could substitute additional experience as indicated on a year for year basis with 30 semester hour credits being equal to one year of experience. Since the appellant did not list on the employment application that she possessed a Bachelor's degree, she was required to possess five years of applicable experience pursuant to the substitution clause. The examination was cancelled on September 24, 2016 as the nine applicants, including the appellant, were found ineligible for the examination.

On her application and resume, the appellant indicated that she served as a provisional Fiscal Analyst from November 2013 to the May 23, 2016 closing date, as a Technical Assistant 1, Treasury, from July 2005 to November 2013, as a Technical Assistant 2, Treasury, from October 2003 to June 2005, and as a Secretarial Assistant 3 from June 2000 to October 2003. Agency Services credited the appellant with two years and seven months of applicable experience for her work as a provisional Fiscal Analyst, but it could not credit her with any other applicable

experience. Accordingly, Agency Services determined that the appellant lacked two years and five months of applicable experience.

On appeal, the appellant maintains, among other things, that she meets the experience requirement for the subject examination. In support, the appellant submits a letter from her supervisor, Roberta Monte, an Administrative Analyst 4. Ms. Monte confirms that since 2005, the appellant has been performing the duties of a Fiscal Analyst while serving as a Technical Assistant 1. In this regard, Ms. Monte avers that the appellant performed the duties listed on her application and resume, including utilizing customized billing systems, inputting client requisitions, finalizing billing charges, analyzing monthly production reports, estimating funds, explaining monthly expenditure deficits, monitoring expenditures, reviewing fiscal transactions, corresponding with vendors, reviewing vendor packets, maintaining production records, providing customer service, processing credit card payments, and coordinating with the OPRA unit. Ms. Monte explains that the appellant performed such duties as a result of a reduction in staff. Ms. Monte adds that in 2011, she went out on maternity leave and the appellant was temporarily assigned to perform supervisory duties as a result of her absence. Moreover, Ms. Monte states that the appellant provided assistance to a new supervisor who was appointed in her unit.

Official personnel records indicate that the appellant continues to serve provisionally in the subject title.

### CONCLUSION

*N.J.A.C. 4A:4-2.6(a)2* 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, Agency Services correctly determined that the appellant was not eligible for the subject examination. Primarily performing the required duties to establish eligibility for the subject examination would be considered out-of-title work for incumbents in the Technical Assistant 1, Treasury title. However, the appellant's supervisor has verified that the appellant has been performing the required duties of the subject title since 2005. Further, the appellant continues to serve as a provisional Fiscal Analyst and the examination was cancelled due to lack of applicants. Under these circumstances, good cause exists to accept the appellant's out-of-title work experience for eligibility purposes only, and admit her to the examination.

**ORDER**

Therefore, it is ordered that this appeal be granted, the cancellation of the examination be rescinded and the appellant'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 21<sup>st</sup> DAY OF DECEMBER, 2016



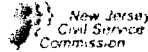
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c: Eva Piotroski  
Douglas J. Ianni  
Kelly Glenn  
Records Center

NEW JERSEY CIVIL SERVICE COMMISSION-STATE SERVICE  
**PROMOTIONAL ANNOUNCEMENT**



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

|                                     |                                   |
|-------------------------------------|-----------------------------------|
| SYMBOL: PS2916U                     | WEIGHT CODE: *                    |
| TITLE: FISCAL ANALYST               | SALARY: \$45,053.00 - \$63,538.00 |
| ISSUE DATE: May 01, 2016            | CLOSING DATE: May 23, 2016        |
| TITLE CODE: 50532/EXR XR7           | CLASS CODE: 19                    |
| DEPARTMENT: TYA/TREASURY            |                                   |
| UNIT SCOPE: U323 Fiscal & Resources |                                   |

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 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:** One (1) year of experience in the collection, analysis, evaluation, and presentation of financial data used to provide an accurate accounting of administrative and operating costs, and the preparation of reports containing conclusions and recommendations for a private business or government agency.

**Note:** A Master's degree in Business Administration, Public Administration, Accounting or Finance may be substituted for the 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:** Appointee 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 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 DMVA (as defined by N.J.S.A. 14A:5-1 et seq.) or your claim is approved by DMVA 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](mailto: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