

B-39



STATE OF NEW JERSEY

In the Matter of Karen Storcella,
Fiscal Analyst (PS2916U),
Department of the Treasury

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

CSC Docket No. 2017-722

Examination Appeal

ISSUED: DEC 23 2016 (JET)

Karen Storcella appeals the determination of the Division of Agency Services (Agency Services) that she did not meet the experience requirements 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, 2015 closing date (see attached). It noted that applicants who did not possess the required education in one of the specified areas could have substituted 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 indicate that she possessed a Bachelor's degree at the time she submitted the application, she was required to possess five years of applicable experience pursuant to the substitution clause. The examination was cancelled on September 24, 2016 as all of the applicants, including the appellant, were found ineligible for the examination.

A review of official personnel records and the appellant's application reveals that she served as a Technical Assistant 1, Treasury, from October 2014 to the September 21, 2015 closing date, as a Purchasing Assistant from January 2012 through July 2014, as a Technical Assistant 2, Treasury, from December 2004 through January 2012, and as a Technical Assistant 3 from August 2002 to December 2004. She also served as a Senior Clerk Typist from February 2001 to August 2002, and as a Clerk Typist from July 2000 to February 2001. Agency

Services did not find any of the appellant's experience applicable. Accordingly, Agency Services determined that the appellant lacked five years of applicable experience.

On appeal, the appellant argues, among other things, that her experience in her various titles should be sufficient to qualify her for the examination, and she submits new descriptions of duties for the work she performed as a Technical Assistant 1, Treasury, as a Purchasing Assistant, and as a Technical Assistant 2, Treasury.

In support, the appellant provides a copy of a copy of a memorandum from Christopher Chianese, Manager 2, Fiscal Resources, dated May 9, 2011, which recommended at that time that she be promoted to Fiscal Analyst. It also indicates that, as a result of a retirement, the appellant's duties included procuring goods and services, monitoring expenditures, performing monthly projections, and completing detailed reports.

It is noted that the appellant was promoted as a provisional Fiscal Analyst effective June 25, 2016 and she continues to serve in that position.

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.

In this matter, Agency Services correctly determined that the appellant was ineligible 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, Purchasing Assistant, and Technical Assistant 2, Treasury titles. Based on the information provided in the May 9, 2011 letter, including that she was recommended for a promotion to Fiscal Analyst at that time, as well as the description of her out-of-title duties she was performing, the Commission finds the appellant's experience in the titles of Technical Assistant 1, Treasury, Purchasing Assistant, and Technical Assistant 2, Treasury to be applicable. Further, the appellant has been serving as a provisional Fiscal Analyst since June 25, 2016, and she continues to serve in that title. As such, the appellant's out-of-title work experience, in addition to her provisional experience in the subject title, clearly satisfies the subject requirements listed in the announcement. Moreover, the examination was cancelled due to lack of applicants.

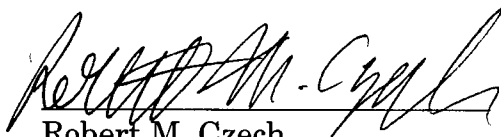
Under these circumstances, good cause exists to accept the appellant's out-of-title work experience for eligibility purposes only, and admit her to the examination.

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 21st DAY OF DECEMBER, 2016



Robert M. Czech
Chairperson
Civil Service Commission

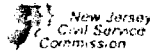
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Trenton, New Jersey 08625-0312

Attachment

c: Karen Storcella
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	

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 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. 11A: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 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