



STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION
OF THE
CIVIL SERVICE COMMISSION

In the Matter of Audrey Beckham,
Assistant Administrative Analyst
(M0801T), Jersey City

CSC Docket No. 2016-4004

Examination Appeal

ISSUED: **DEC 07 2016** (WR)

Audrey Beckham appeals the determination of the Division of Agency Services (Agency Services) that she did not meet the requirements for the open competitive examination for Assistant Administrative Analyst (M0801T), Jersey City.

The examination was announced with a closing date of January 19, 2016 and required possession of a Bachelor's degree. Applicants without a Bachelor's degree were permitted to substitute experience with one year of experience being equal to 30 semester hour credits, involving either: 1) analyzing, evaluating, and providing advice to management on such matters as work methods and procedures, communications, organizational structure, manpower utilization, distribution of work assignments, delegation of authority, policy development, records management, or similar areas with the objective of improving managerial effectiveness; or 2) managing, administering, or directing an organizational unit and its work programs which entailed responsibility for planning, organizing, directing, staffing, coordinating, and budgeting for the activities of the unit. Agency records indicate that an eligible list containing the names of 25 individuals promulgated on August 4, 2016 and expires on August 3, 2019. A certification was issued on August 11, 2016 and, to date, has not been returned.

On her application, the appellant indicated that although she did not possess a Bachelor's degree, she had served as a Secretarial Assistant from August 1995 through the closing date; as a "Policy Writing Supervisor" from 1987 to 1990; and as a Clerk from 1983 to 1986. The appellant indicated that as a Secretarial Assistant,

she, in part, prepared resolutions, fact sheets, yearly fiscal budgets and three year capital improvements budget; assisted in matters related to staff and work assignments, typed letters, memorandums and meeting minutes, compiled specification booklets for public bids; maintained capital expenditure accounts, project completion forms and purchase requisition; maintained quicken log for payments made to the division and a master list of projects completed and archived; responded to OPRA requests; prepared requisitions for proposals for services and reviewed the resulting proposals; assisted project managers in the preparation of change orders; and uploaded bid documents to BidSync. As a Policy Writing Supervisor, she proofread all policies prior to distribution, typed endorsements and supervised a staff of five clerks. Finally, she indicated that as a Clerk, she verified employment for loan applicants and logged in all credit applications. Agency Services did not credit the appellant with any relevant experience. In particular, it determined that her experience as a Secretarial Assistant was focused on administrative support and clerical work.

On appeal to the Civil Service Commission (Commission), the appellant argues that she been employed with the Jersey City Division of Architecture for more than 20 years and has knowledge of work methods and procedures, communications, organizational structures, manpower utilization, distribution of work assignments, delegation of authority, policy development and records management. For example, the appellant states that she "analyzes and evaluates" vendors and recommends the most appropriate vendor to senior management. She also claims that she "analyzes and evaluates" the budget and makes recommendations for cost cutting measures to senior management. In support of her appeal, she submits letters of recommendation. For example, her supervisor states that she is responsible for analyzing and evaluating all capital accounts, grants, budgets, etc. and "makes recommendations to other senior management within" Jersey City.

CONCLUSION

N.J.A.C. 4A:4-2.3(b)2 requires applicants to possess all the requirements specified in an announcement for an open competitive examination by the closing date. *N.J.A.C.* 4A:4-6.3(b) provides that the appellant has the burden of proof in examination appeals.

As the appellant does not possess a Bachelor's degree, pursuant to the substitution clause she needed to possess four years of experience involving either: 1) analyzing, evaluating, and providing advice to management on such matters as work methods and procedures, communications, organizational structure, manpower utilization, distribution of work assignments, delegation of authority, policy development, records management, or similar areas with the objective of improving managerial effectiveness; or 2) managing, administering, or directing an

organizational unit and its work programs which entailed responsibility for planning, organizing, directing, staffing, coordinating, and budgeting for the activities of the unit. Agency Services determined that the appellant was ineligible because she did not perform the required duties. It has been established that in order for experience to be considered applicable, it must have as its primary focus full-time responsibilities in the areas required in the announcement. *See In the Matter of Bashkim Vlashi* (MSB, decided June 8, 2004). Although the appellant argues that she "analyzes and evaluates" capital expenditure accounts and reports to senior management the status of the accounts and "analyzes and evaluates" projects in the office, prioritizes them and makes recommendations in matters relating to staff and work assignments, a review of the duties listed on her application reveals that the primary focus of her duties is administrative support and clerical work. Accordingly, the appellant has failed to meet her burden of proof in the matter and a sufficient basis exists in the record to support Agency Services' determination that the appellant is ineligible for the Assistant Administrative Analyst (M0801T), Jersey City examination.

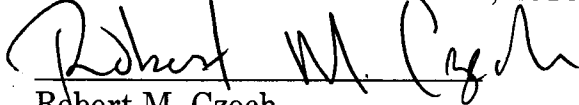
Finally, if the appellant believes that she is performing out-of-title work, she may file a classification appeal pursuant to *N.J.A.C. 4A:3-3.9*.

ORDER

Therefore, it is ordered that this appeal be denied.

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 7th DAY OF DECEMBER, 2016



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