



**STATE OF NEW JERSEY**

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

In the Matter of Francis Ebigbola,  
Grants Specialist (PS4352H),  
Department of Health

CSC Docket No. 2018-172

Examination Appeal

**ISSUED:** November 2, 2017 (RE)

Francis Ebigbola appeals the determination of the Division of Agency Services (Agency Services) which found that he did not meet the experience requirements for the promotional examination for Grants Specialist (PS4352H), Department of Health.

The subject examination announcement was issued with specific requirements which had to be met as of the February 21, 2017 closing date (see attached). One candidate was admitted and appointed on July 22, 2017.

Mr. Ebigbola indicated on his application that he possessed a Master of Business Administration from Strayer University, and a Master of Business Administration and a Bachelor's of Science in Quantity Survey from a college in Nigeria. The attachments to his application were two copies of his resume and a Certificate of Completion issued by the Clinical Research Academy of America that he completed a Business Analyst Program on July 15, 2013. Further, he listed six positions on his application and resume: provisional Grants Specialist, Administrative Analyst 2 Fiscal Management (with the Department of the Treasury), Administrative Analyst 1 Fiscal Management, Contract Administer and Financial Analyst with Berkley Technology Services, and Member Service Representative with Sanders Federal Credit Union. As indicated on the announcement, candidates were required to possess the Bachelor's degree included or supplemented by 21 semester hour credits in accounting, and they were to provide proof of the specific credit requirement. The announcement indicated that they must attach a copy of their transcript to their application, foreign degrees must be evaluated by a recognized

evaluation service, and that failure to do so would result in rejection from the examination process.

At this point, it is pertinent to discuss the appellant's prior appointment and application filing history. The appellant had previously filed a foreign degree evaluation on June 18, 2015 when he applied for the examination for Administrative Analyst 2 Fiscal Management (PS0829H), Department of Health. At that time, he also supplied his transcript from Strayer University. However, he had not supplied a copy of his transcript from Rowan University, which he also attended. In the analysis of the appellant's education and experience, Agency Services used the appellant's foreign degree evaluation, and his Strayer University transcript, to determine that he possessed 12.5 applicable college credits. He was also credited with seven months of experience in his provisional position. It was found that his experience as an Administrative Analyst 2 and 1 Fiscal Management was out-of-title work, and his remaining positions satisfied the accounting experience requirement. As such, he was found to be lacking 8.5 Accounting credits and one year, five months of experience in the coordination of grant funding in a public or private organization including experience with cost accounting systems.

On appeal, Mr. Ebigbola states that he satisfies the educational requirements and submits his foreign degree evaluation, transcripts from Rowan University and Strayer University, and a copy of his Master of Business Administration degree from Strayer University. He lists and singles out classes that he believes should be credited as accounting courses. Next, the appellant resubmits his resume, and argues that he has well over four years of required experience, and indicates that he had been managing federal and State grants as an Administrative Analyst 2 and 1 Fiscal Management for two and a half years.

*N.J.A.C.* 4A:4-2.6(a) provides that applicants shall meet all requirements specified in promotional examination announcement by the closing date. *N.J.A.C.* 4A:4-2.6(c) provides in pertinent part that 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, unless good cause is shown for an exception.

## CONCLUSION

First, it is noted that the appellant did not properly complete his application as he did not submit evidence of the required college credits, nor did he supply his foreign degree evaluation with his application. Nevertheless, one of his transcripts and his evaluation had been submitted previously and were used in the evaluation of his eligibility. With this information, the determination that he did not meet the education requirements was correct. A re-review of this information affirms that he only possesses 12.5 credits in Accounting subjects. The appellant's remaining courses

in financial management, finance, and investment analysis cannot be used to satisfy the specific credit requirement. See *N.J.A.C. 4A:4-2.12*. Every degree has core courses, ancillary courses and elective courses. Courses that “relate” to a specific Bachelor’s degree, or are even needed to obtain a specific degree, cannot be accepted. The requirement was not possession of a Bachelor’s degree in Accounting, as any Bachelor’s degree was acceptable. Rather, the requirement was specific to accounting courses. Nevertheless, on appeal the appellant provides his other transcript, from Rowan University, which indicates an additional 12 credits in Accounting. With the acceptance of this document, the appellant meets the educational requirements.

As to experience, Mr. Ebigbola claims experience working out-of-title as a Grants Specialist while in the lowest two titles in the Administrative Analyst, Fiscal Management series, from March 2014 to August 2016. It is relevant to note that the Administrative Analyst Fiscal Management title series reversed on November 14, 2015, so that Administrative Analyst 2 Fiscal Management became Administrative Analyst 3 Fiscal Management, and it remained at State salary range 26. In June 2015, when he applied for Administrative Analyst 2 Fiscal Management<sup>1</sup> (PS0829H), Mr. Ebigbola was in the title Administrative Analyst 4 Fiscal Management, the lowest title in the title series, at a State salary range 19. That examination was open candidates who were in the title Administrative Analyst 3 Fiscal Management or who met the open competitive requirements, and required experience in work involving fiscal analysis and evaluation, budgeting and management operations in government, business and/or a management consulting firm.

On the application for the examination for Administrative Analyst 2 Fiscal Management (PS0829H), Mr. Ebigbola described his experience as an Administrative Analyst 1 Fiscal Management from March 2014 to June 2015 very similarly to the description he gave for the subject examination, and it was accepted as meeting the requirements for Administrative Analyst 2 Fiscal Management. He was added to the eligible list, ranking second, but was not appointed. In other words, the appellant benefitted from this experience as its primary focus involved fiscal analysis and evaluation, budgeting and management operations. It cannot now be used as experience in grant funding in a public or private organization including experience with cost accounting systems to establish eligibility for the Grants Specialist exam. 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 9, 2004). Each position has one primary focus, which does not change with the submission of further applications. If the appellant was performing out-of-title work, but it was accepted by Agency Services by virtue of his appointment in the same title series, this was an administrative error. The appellant remains on the eligible list for (PS0829H), which has an expiration date of October 7, 2018. However, Agency Services did not identify his duties as out-of-title work for that examination. If they had, they needed to have

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<sup>1</sup> Using the title series hierarchy at the time, with 1 being the highest.

initiated a classification review at that time, and this was not done. As this experience was already considered to be experience involving fiscal analysis and evaluation, budgeting and management operations, it is not acceptable for this examination.

As to the appellant's permanent title of Administrative Analyst 2 Fiscal Management at the Department of the Treasury, this appears to be out-of-title work. Even if the appellant's experience in this title were to be accepted, it is only eight months, and he would still fall short by nine months. It is noted that there has been a recent announcement for an open competitive examination for Grants Specialist (S0695V) and the appellant has applied.

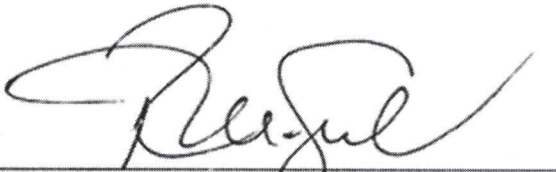
An independent review of all material presented indicates that the decision of Agency Services, that the appellant does not meet the announced requirements for eligibility by the closing date, is amply supported by the record. The appellant provides no basis to disturb this decision. Thus, the appellant has failed to support his burden of proof in this matter.

### 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  
THE 1<sup>st</sup> DAY OF NOVEMBER, 2017




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Robert M. Czede, Chairperson  
Civil Service Commission

Inquiries  
and  
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Attachment

c: Francis Ebigbola  
Loretta Sepulveda  
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: PS4352H**

**WEIGHT CODE: \***

**TITLE: GRANTS SPECIALIST**

**SALARY: \$67,714.00 - \$96,416.00**

**ISSUE DATE: February 01, 2017**

**CLOSING DATE: February 21, 2017**

**TITLE CODE: 50730/NXRXR7**

**CLASS CODE: 27**

**DEPARTMENT: HLA/HEALTH**

**UNIT SCOPE: H200 Management and Administration**

**APPLICATIONS MAY BE OBTAINED  
 FROM AND MUST BE RETURNED TO:**

**Visit [www.state.nj.us/csc](http://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 including or supplemented by twenty-one (21) semester hours of credit in accounting. You must indicate the total number of college credits completed to date on your application. You must provide proof of the specific credit requirement. 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.

**Experience:** Four (4) years of accounting experience including two (2) years of experience in the coordination of grant funding in a public or private organization including experience with automated cost accounting systems.

**Note:** Applicants who have obtained the twenty-one (21) semester hours credits in accounting as specified above but do not possess the required college degree may substitute additional experience as indicated on a year-for-year basis.

**Note:** Possession of a valid certificate as a Certified Public Accountant issued by the New Jersey Board of Certified Public Accountants may be substituted for the Bachelor's degree with the twenty-one (21) credit hours in accounting. If you have the required certificate, you must indicate this on your application; proof of the certificate must be submitted to the employing agency prior to appointment. 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 must be met as of the closing date, including assignment to the department and unit scope, and satisfying the permanent status requirement.**
- 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 Department of Military and Veterans Affairs (DMAVA) (as defined by N.J.S.A. 11A:5-1 et seq.). Those claiming Veterans Preference but have not yet received approval from DMAVA must pay the full application fee and may request a refund if the claim is approved 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.

8. Application fees submitted via personal check or money order must be postmarked within **five (5) business days** of submitting your application. If your fee is postmarked after five (5) business days, or is returned as invalid, you will be declared ineligible and denied admittance to the examination process.

DPF-256A \* Revised 07/06