

The information on Ms. Quarterman's application indicates that she possessed one year, two months of out-of-title work for performing applicable duties while as a Keyboarding Clerk 3. In its petition to the Civil Service Commission, the appointing authority requests that Ms. Quarterman's out-of-title work be accepted. It states that she took over the duties of an absent Senior Personnel Technician from November 2011 to January 2013.

N.J.A.C. 4A:4-2.6(c) provides 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

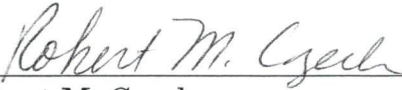
In the present matter, a review of Ms. Quarterman's credentials in comparison to the requirements for Personnel Technician indicated that she lacked eleven months of in-title experience per the substitution clause for education. However, the record confirms that she possessed of one year, one month of out-of-title experience in her Keyboarding Clerk 3 position. With the acceptance of verified out-of-title experience in this case, she satisfies the eligibility requirements. Under these circumstances, good cause is presented to accept Ms. Quarterman's out-of-title work in order to qualify her for any upcoming promotional examination for Personnel Technician.

ORDER

Therefore, it is ordered that this request be granted and Ms. Quarterman's applicable out-of-title experience be accepted for a prospective promotional examination for the subject title. Ms. Quarterman is to provide a copy of this decision with any future promotional application that she submits upon examination announcement for Personnel Technician. In addition, DAS should also accept applicable and documented out-of-title work experience from other promotional examination applicants.

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 22nd DAY OF MARCH, 2017



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