



STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION
OF THE
CIVIL SERVICE COMMISSION

In the Matter of Bruno Parente, Jr.,
Management Specialist (PM1255U),
Elizabeth

Examination Appeal

CSC Docket Nos. 2017-1124

ISSUED: **MAR 24 2017** (SLK)

Bruno Parente, Jr. appeals the determination of the Division of Agency Services (Agency Services) that he did not meet the experience requirements for the promotional examination for Management Specialist (PM1255U), Elizabeth.

The examination at issue was announced with specific requirements that had to be met as of the June 21, 2016 closing date (see attached). The appellant was the only employee who applied for the subject examination that was cancelled due to a lack of qualified candidates.

The appellant indicated on his application that he was provisionally serving in the title under test from March 2016 to the June 21, 2016 closing date. From June 2001 to March 2016 he was an Administrative Clerk. The appellant indicated that he possessed 126 college credits. Agency Services determined that the appellant possessed three years and four months of experience based on his college credits, but determined that he lacked two years and eight months of the required experience.

On appeal, the appellant describes his duties in more detail and provides a copy of his transcript which indicates that he was awarded his Bachelor's degree after the closing date. Additionally, Bridget Anderson, Business Administrator, verified that the appellant has been performing the required out-of-title duties for over six-years due to business necessity.

CONCLUSION

N.J.A.C. 4A:4-2.6(a) 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. *N.J.A.C.* 4A:1-1.2(c) states that the Civil Service Commission (Commission) may relax a rule for good cause in order to effectuate the purposes of Title 11A, New Jersey Statutes.

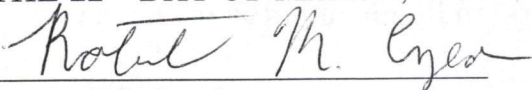
Initially, it is noted that Agency Services correctly determined that the appellant was not eligible for the subject examination as he did not meet the education and experience requirements by the June 21, 2016 closing date. However, Mr. Parente submits his transcript to indicate that he earned his Bachelor's degree after the closing date. Further, Bridget Anderson, Business Administrator, confirmed that the appellant had been performing the required out-of-title duties as an Administrative Clerk as far back as March 2010 due to business necessity before being provisionally appointed to the subject title in March 2016. Additionally, the examination was cancelled due to a lack of qualified applicants and the appellant continues to serve provisionally in the title under test. Accordingly, good cause exists to accept the appellant's out-of-title work experience and education earned after the closing date, for eligibility and scoring purposes only, and to admit him to the examination.

ORDER

Therefore, it is ordered that the appeal be granted and Bruno Parente, Jr.'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 22nd DAY OF MARCH, 2017



Robert M. Czech
Chairperson
Civil Service Commission

Inquiries
and
Correspondence

Director
Division of Appeals
and Regulatory Affairs
Civil Service Commission
Written Record Appeals Unit
P.O. Box 312
Trenton, New Jersey 08625-0312

Attachment

c: Bruno Parente, Jr.
Bridget Anderson
Kelly Glenn
Records Center ✓

NEW JERSEY CIVIL SERVICE COMMISSION
 COUNTY AND MUNICIPAL GOVERNMENT SERVICES
PROMOTIONAL ANNOUNCEMENT



Click here to file Online Print
\$25.00 PROCESSING FEE REQUIRED
Make Check/Money Order Payable to NJCSC

SYMBOL: PM1255U	WEIGHT CODE: *
TITLE: MANAGEMENT SPECIALIST	SALARY: \$65,152.00 - \$66,952.00
ISSUE DATE: June 01, 2016	CLOSING DATE: June 21, 2016
TITLE CODE: 02390/ FPRVR7	JURISDICTION CODE: N20040001
JURISDICTION: ELIZABETH	
DEPARTMENT: ADMINISTRATION	

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: Two (2) years of experience in the review, analysis, and evaluation of budget, organization, and administrative practices and recommending improved methods, and/or administrative experience in varied phases of business, industrial, or government involving the organization, direction, planning, coordination, or control of programs or activities.

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 jurisdiction/department, 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-time and part-time permanent employees. If an employment list results from this announcement, it may be certified to fill both full-time and part-time positions. If 35- and 40-hour positions are used within the department, 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 DMAVA (as defined by N.J.S.A. 11A:5-1 et seq.), or your claim is approved by DMAVA at least 8 days prior to the issuance of this eligibility list. **PLEASE NOTE THIS REDUCED FEE DOES NOT APPLY TO PUBLIC SAFETY TITLES.** (i.e. Police, Fire, Corrections and Sheriff).
6. **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 of regular business hours on the closing date will not change the application filing deadline, so PLEASE FILE EARLY.**

DPF-256A * Revised 03/09