

the required duties out-of-title for the past 10 years due to staff attrition and the hiring freeze.

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.

Initially, it is noted that Agency Services correctly determined that the appellant was not eligible for the subject examination. Specifically, the appellant's applicable experience as a Principal Clerk Transcriber was out-of-title. However, Mr. Eisenmenger confirmed that the appellant performed the required customer service duties for the past 10 years while serving as a Principal Clerk Transcriber due to staff attrition and the hiring freeze. Additionally, the examination was cancelled due to a lack of qualified candidates and the appellant continues to serve provisionally in the subject title. Accordingly, good cause is established to accept the appellant's out-of-title work experience for eligibility purposes only, and admit her to the subject examination.

ORDER

Therefore, it is ordered that the appeal be granted, the cancellation of the examination be rescinded, and the appellant's application be processed for prospective employment opportunities only.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 27th DAY OF MARCH, 2018



Deirdre L. Webster Cobb
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