(AMR)



ISSUED: March 28, 2018

In the Matter of Carla Cooper and	STATE OF NEW JERSEY
Christopher Mahan, Manager 1 Information Processing (PS2019K), Department of Children and Families	: FINAL ADMINISTRATIVE ACTION OF THE CIVIL SERVICE COMMISSION
CSC Docket Nos. 2017-3035 and 2017-3061	: Examination Appeals :
	:

Carla Cooper and Christopher Mahan appeal the determinations of the Division of Agency Services (Agency Services) that they were below the minimum requirements in experience for the promotional examination for Manager 1 Information Processing (PS2019K), Department of Children and Families.

The subject examination was announced with a closing date of November 21, 2016 and was open to applicants who possessed a Bachelor's degree and who possessed five years of experience in work involving the development of application software and systems analysis and design in a multi-platform environment, two years of which shall have been in a supervisory capacity. A total of six applicants applied for the subject examination that resulted in a list of one eligible with an expiration date of June 14, 2019. Mahan is currently the only provisional serving in the subject title.

Cooper indicated on her application that she served as Administrative Analyst 4 Information Systems from January 2004 until November 2016 and as Administrative Analyst 3 Information Systems from December 1994 to January 2004. Cooper possesses a Bachelor's degree, however Agency Services did not credit her with any applicable experience.

On appeal, Cooper asserts that she participates in design/analysis meetings, provides systems analysis to a Business unit staff and development team, meeting the development/systems analysis/design experience requirement. Cooper has also been supervising from January 2006 to June 2006 and from July 2012 to August 2015.

Mahan indicated on his application that he served as Network Administrator 2 from October 2012 until October 2016, Network Administrator 1 from March 2007 to September 2007 and again from March 2008 to October 2012, and as Technical Support Specialist from October 2005 to March 2007 and again from September 2007 to March 2008. A review of agency records indicate that Mahan was provisionally appointed to the title under test in September 2016. Mahan does not possess a Bachelor's degree, however he does possess an Associate's Degree. Agency Services did not credit him with any applicable experience; therefore, he would need nine years of experience to qualify for the examination.

On appeal, Mahan highlights his supervisory and technical experience, including supervising a field team of up to six technicians for client projects involving the analysis, design and implementation of hardware and software in multiplatform environments. Mahan also submits a letter of support from his supervisor.

N.J.A.C. 4A:4-2.6(a) provides that applicants shall meet all requirements specified in the promotional examination announcement by the closing date.

CONCLUSION

In the present matter, a review of the documentation demonstrates that initially, Agency Services correctly found both appellants ineligible for the subject examination. Agency Services determined that Mahan's experience was lacking in the development of application software and mostly network focused and did not credit him with any applicable experience. Similarly, Agency Services determined that Cooper's experience was lacking in the development of application software and systems design and therefore did not credit her with any applicable experience. Although Mahan's and Cooper's experience does not precisely mirror the requirements contained in the announcement, the Civil Service Commission (Commission) is satisfied that the totality of their varied levels of information systems and supervising experiences warrants their admission to the subject examination. Additionally, Mahan continues to serve provisionally in the title under test and the subject list is incomplete, containing the name of only one eligible. Accordingly, admitting Mahan and Cooper to the subject examination will provide a complete eligible list to the appointing authority.

ORDER

Therefore, it is ordered that these appeals be granted, and the appellants be scheduled for a make-up examination as soon as possible, and if they achieve a passing score, their names be added to the eligible list 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

derrare' L. Webster Cabb

Deirdre L. Webster Cobb Acting Chairperson Civil Service Commission

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