



**STATE OF NEW JERSEY**

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

In the Matter of Jysharma Ford,  
Accountant 1 (PS4727P), Department  
of Law and Public Safety

Examination Appeal

CSC Docket No. 2018-1023

**ISSUED: APRIL 2, 2018 (SLK)**

Jysharma Ford appeals the determination of the Division of Agency Services (Agency Services) that she was below the minimum requirements in experience for the promotional examination for Accountant 1 (PS4727P), Department of Law and Public Safety.

The examination at issue was announced with specific requirements that had to be met as of the April 21, 2017 closing date. The education requirements were a Bachelor’s degree including or supplemented by 21 semester credit hours in professional accounting courses. The experience requirements were three years of professional accounting or auditing experience. A total of two employees applied for the subject examination which resulted in a list of one eligible with an expiration date of September 27, 2020. Certification PS171624 was issued, which resulted in the one eligible being appointed.

On her application, the appellant indicated that she possessed a Bachelor’s degree in Accounting. Further, she indicated that she was provisionally serving in the subject title from January 2017 to the April 21, 2017 closing date, an Accountant 3 from September 2015 to January 2017, an Accounting Assistant from January 2014 to September 2015<sup>1</sup>, and in various other positions in both State service and the private sector from November 2005 to January 2014. Agency

<sup>1</sup> The appellant’s Accounting Assistant experience was with the Department of the Treasury, Division of the Lottery.

Service credited the appellant with meeting education requirement. Additionally, it credited the appellant with one year and eight months of experience based on her provisional service in the subject title and her Accountant 3 experience, but determined that she lacked one year and four months of the required experience.

On appeal, the appellant submits a letter from Thomas E. Bishop, Supervisor of Accounting Operations, that describes the appellant's duties in detail and asserts that the appellant performed complex accounting duties from January 2014 to September 2015 while working as an Accounting Assistant.

### **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. The appellant met the education requirement and possessed one year and eight months of professional accounting experience, but lacked one year and four months of professional accounting experience. Any professional accounting experience the appellant gained as an Accounting Assistant would be out-of-title work. However, Mr. Bishop confirmed that the appellant performed the required professional accounting duties as an Accounting Assistant from January 2014 to September 2015. Moreover, there are currently no eligibles on the list and the appellant continues to serve provisionally in the subject title. Accordingly, good cause is established to accept the appellant's Accounting Assistant out-of-title professional accounting work experience, for eligibility purposes only, and admit her to the subject examination.

### **ORDER**

Therefore, it is ordered that the appeal be granted and Jysharma Ford'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 27<sup>th</sup> DAY OF MARCH, 2018

*Deirdre L. Webster Cobb*

Deirdre L. Webster Cobb  
Acting Chairperson  
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