



STATE OF NEW JERSEY

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

In the Matter of Archana Grover,
Specification Writer Purchasing
(PC0221V), Middlesex County

CSC Docket No. 2018-293

Examination Appeal

:
:
:
:
:
:
:
:
:
:
:
:
:
:
:
:
:
:

ISSUED: April 2, 2018 (RE)

Archana Grover appeals the determination of the Division of Agency Services which found that she did not meet the experience requirements, per the substitution clause for education, for the promotional examination for Specification Writer Purchasing (PC0221V), Middlesex County.

The subject examination announcement was issued with a closing date of March 21, 2017, and was open to employees in the competitive division who had an aggregate of one year of continuous permanent service as of the closing date in any competitive title and met the announced requirements. These requirements included graduation from an accredited college or university with a Bachelor's degree, and two years of experience in the preparation of purchase specifications and bid proposals. Applicants who did not possess the required education could substitute additional experience with one year of experience equivalent to 30 semester hour credits. Per the substitution clause for education, the appellant was found to be below the minimum requirements in experience. As there was no admitted candidates, the examination was cancelled on August 6, 2017.

The appellant indicated that she possessed a foreign degree. Per the credential evaluation report for a foreign degree, this degree was equivalent to three years of undergraduate study. As such, the appellant was required to possess three years of applicable experience. She listed three positions on her application, provisional Specification Writer Purchasing from July 2013 to March 2017; Keyboarding Clerk 2 from January 2006 to June 2013; and Senior Operator Automated Typewriter from February 1993 to January 2005. Official records

indicate a different employment history. These records indicate that the appellant was a Specification Writer Purchasing from December 2016 to the March 2017 closing date, a Keyboarding Clerk 2 from September 2015 to December 2016, a Specification Writer Purchasing from July 2013 to September 2015, a Keyboarding Clerk 2 from January 2006 to July 2013, and a Senior Operator Automated Typewriter prior to January 2006. She was credited with two years, two months in her provisional position, and she was found to be lacking ten months of qualifying experience.

On appeal, the appellant argues that she has been doing the duties of a Specification Writer Purchasing, working out-of-title sometimes, since 2013. In support, the Purchasing Agent submits a letter verifying that the appellant has been performing the duties of a Specification Writer Purchasing since 2013. Additionally, the appointing authority confirms this information.

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. *N.J.A.C.* 4A:4-2.6(c) provides in pertinent part 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

The appellant was correctly deemed ineligible for the subject examination since she lacked minimum requirements in experience per the substitution clause for education. However, the appointing authority has indicated that the appellant performed applicable out-of-title duties for at least an additional ten months while in the title Keyboarding Clerk 2. With the acceptance of this out-of-title work, the appellant possesses the required experience. The examination was not competitive, with no admitted candidates, and the appellant remains in her provisional position as a Specification Writer Purchasing. Thus, based on the documentation submitted and under these circumstances, good cause exists to accept the appellant's out-of-title work experience to satisfy the requirements for the Specification Writer Purchasing examination.

ORDER

Therefore, it is ordered that this appeal be granted, the examination cancellation be rescinded, and the appellant's application be processed.

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
Acting Chairperson
Civil Service Commission

Inquiries
and
Correspondence

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

c: Archana Grover
Dennis Cerami
Kelly Glenn
Records Center