

In the Matter of Sabrina Tyson, Principal Payroll Clerk (PS1560K), Ann Klein Forensic Center

CSC Docket Nos. 2017-3004

STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION
OF THE
CIVIL SERVICE COMMISSION

:

Examination Appeals

:

ISSUED: March 28, 2018 (AMR)

Sabrina Tyson 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 Principal Payroll Clerk (PS1560K), Ann Klein Forensic Center.

The subject examination was announced with a closing date of August 22, 2016 and was open, in part, 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 possess two years of experience in work involving payroll processing or payroll and personnel work. Tyson was the only applicant who applied for the subject examination that was cancelled on December 30, 2016 due to a lack of qualified applicants. Tyson is also the only current provisional serving in the subject title.

Tyson indicated on her application that she has been serving provisionally in the subject title from April 2016 to the closing date, August 2016. She also held the title of Senior Clerk from February 2006 to April 2016 within various divisions of the Department of Human Services. A review of the appellant's personnel record indicates that she held the title of Senior Clerk from October 2005 to April 2016 within various divisions of the Department of Human Services.

Agency Services credited Tyson with five months of applicable experience while serving in the subject title, therefore finding she lacked one year and seven months of applicable experience.

On appeal, Tyson submitted her performance evaluations from 2010-2011 and 2011-2012, which outline her duties, which include payroll processing and personnel experience within the Department of Human Services.

CONCLUSION

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. Initially, it is noted Agency Services correctly determined that the appellant was not eligible for the subject examination, as she did not meet the experience requirements by the August 22, 2016 closing date. Specifically, Agency Services credited Tyson with five months of experience based on her provisional service in the subject title but determined that she lacked one year and seven months of applicable experience. Although Tyson's experience as a Senior Clerk does not precisely mirror the requirements contained in the announcement, the Civil Service Commission (Commission) is satisfied that the totality of her varied levels of payroll and personnel experience warrants her admission to the subject examination. Additionally, the subject examination was cancelled and the appellant continues to serve provisionally in the title under test. Accordingly, good cause exists to accept the totality of appellant's experience as a Senior Clerk and her provisional experience after the closing date, for eligibility purposes only, and to admit her to the examination.

ORDER

Therefore, it is ordered that this appeal be granted, and Sabrina Tyson'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

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Deirdré L. Webster Cobb Acting Chairperson

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