



In the Matter of Teri Dillon,  
 Management Assistant (PM0555V),  
 Vineland

**STATE OF NEW JERSEY**  
**FINAL ADMINISTRATIVE ACTION**  
**OF THE**  
**CIVIL SERVICE COMMISSION**

CSC Docket No. 2018-1763

Examination Appeal

**ISSUED: MARCH 28, 2018 (CSM)**

Teri Dillon appeals the determination of the Division of Agency Services (Agency Services) which found that, per the substitution clause for education, she was below the minimum requirements in experience for the promotional examination for Management Assistant (PM0555V), Vineland.

The examination at issue was announced with specific requirements that had to be met as of the closing date of June 21, 2017. The requirements were graduation from an accredited college or university with a Bachelor’s degree and one year of experience performing complex administrative support work which must have included the interpretation, verification and/or application of department/agency rules, regulations, policies and procedures. Applicants who did not possess the required education could substitute experience as indicated on a year-to-year basis, with 30 semester hour credits being equal to one year of experience. The subject examination was cancelled on December 17, 2017 since the appellant was the only applicant.

The appellant indicated on her application that she was serving provisionally in the title under test from September 2015 to the closing date, July 2017. From December 1990 to August 2015 she was an Administrative Secretary. The appellant indicated completion of 60 college credits and received an Associate’s degree. Agency Services credited the appellant with three years and ten months of experience based on her completed college credits and provisional experience, but per the substitution clause, found that she lacked one year and two months of the required experience.

On appeal, the appellant her extensive duties involving administrative support work since 1985. Robert A. Napier, Superintendent, Vineland Municipal Electric Utility, verifies that that the appellant has performed the required duties for over 10 years.

*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

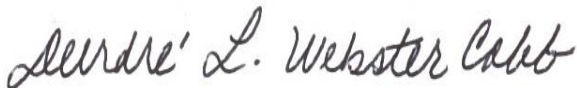
In the present matter, a review of the documentation demonstrates that the appellant should be admitted to the subject examination. Agency Services determined that the appellant's experience as an Administrative Secretary was primarily secretarial and clerical in nature and did not credit her with any applicable experience. Although the appellant's experience 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 performing complex administrative support work, as verified by Mr. Napier, as far back as June 2007 warrants her admission to the subject examination. Additionally, the appellant continues to serve provisionally in the title under test and the examination was cancelled due to a lack of qualified applicants. Accordingly, admitting the appellant to the subject examination will provide her with the opportunity to obtain permanent status as well as to provide an eligible list to the appointing authority.

### ORDER

Therefore, it is ordered that this appeal be granted, the examination cancellation 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  
27<sup>TH</sup> DAY OF MARCH, 2018



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