

B-12



STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION
OF THE
CIVIL SERVICE COMMISSION

In the Matter of Jodie Klosek,
Keyboarding Clerk 3 (PM0182T),
Sayreville

Examination Appeal

CSC Docket No. 2016-571

ISSUED: **OCT 22 2015** (SLK)

Jodie Klosek 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 Keyboarding Clerk 3 (PM0182T), Sayreville.

The examination at issue was announced with specific requirements that had to be met as of the February 21, 2015 closing date (see attached). Two employees applied for the examination and one was deemed eligible. Certification PL150802 was issued containing the name of the one eligible. The disposition of the certification has not yet been recorded and the eligible list expires on July 8, 2018.

On her application, Ms. Klosek indicated that she was a Senior Cashier from June 1992 to the February 21, 2015 closing date. Personnel records indicate that she was provisionally serving in the subject title from January 2015 to the February 21, 2015 closing date, a Senior Cashier from April 1999 to January 2015, a Cashier from June 1992 to April 1999, and a Clerk 1 from December 1991 to June 1992. Agency Services did not credit her for any experience.

On appeal, Ms. Klosek describes her duties as a Senior Cashier since 1999. These duties include various reports and statements that she produces as well as other clerical and keyboarding tasks. Daniel Frankel, Business Administrator, confirms that the appellant has been performing the duties of the subject title and performs the duties of supervisor in the absence of the current supervisor. Mary Ann Downes, Supervisor Billings and Collections, confirms that the appellant has

been performing the duties of Keyboarding Clerk 3 and acts as the supervisor of the clerical department in her absence.

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.

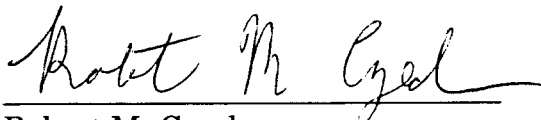
Initially, it is noted that Agency Services correctly determined that the appellant was not eligible for the subject examination. The appellant lacked the required relevant experience to establish eligibility. Any relevant experience the appellant gained as a Senior Cashier would be out-of-title-work. However, Daniel Frankel and Ann Downes have verified that the appellant performed the required out-of-title duties as a Senior Cashier due to the appointing authority's business necessity. Additionally, the appellant continues to serve provisionally in the title under test. Further, the examination situation is not competitive as there is only one eligible on the list. Therefore, under these circumstances, good cause exists to relax the provisions of *N.J.A.C.* 4A:4-2.6(a) and accept Ms. Klosek's experience after the closing date, as well as her out-of-title work experience, for eligibility purposes only, and admit her to the subject examination.

ORDER

Therefore, it is ordered that the appeal be granted, and Jodie Klosek'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 21st DAY OF OCTOBER, 2015



Robert M. Czech
Chairperson
Civil Service Commission

Inquiries
and
Correspondence

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

Attachment

c: Jodie Klosek
Daniel Frankel
Kelly Glenn
Joseph Gambino

NEW JERSEY CIVIL SERVICE COMMISSION
COUNTY AND MUNICIPAL GOVERNMENT SERVICES
PROMOTIONAL ANNOUNCEMENT



\$25.00 PROCESSING FEE REQUIRED
Make Check/Money Order Payable to NJCSC

SYMBOL: PM0182T	WEIGHT CODE: *
TITLE: KEYBOARDING CLERK 3	SALARY: \$40,501.00 - \$58,974.00
ISSUE DATE: February 01, 2015	CLOSING DATE: February 21, 2015
TITLE CODE: 02781/ NRFMR4	JURISDICTION CODE: T12190038
JURISDICTION: SAYREVILLE	
DEPARTMENT: WATER AND SEWER	

Visit www.state.nj.us/csc
And select "Job Announcements"
to view this announcement and to file an application

Open to employees in the competitive division who have an aggregate of one year of continuous permanent service as of the closing date and are currently serving in the following title(s):

**Keyboarding Clerk 2 03256@
Keyboarding Clerk 2 Bilingual in Spanish and English 03258**

Or 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 meet the requirements listed below:

Experience: Two (2) years of clerical experience operating an alphanumeric keyboard or typewriter to produce documents such as letters, memos, reports, charts, forms and other materials; one (1) year of which must have been performing duties at or equivalent to the Keyboarding Clerk 2 level.

Note: Successful completion of a clerical training program with a minimum of 700 classroom training hours or 30 semester hour credits in secretarial science from an accredited college or university may be substituted for one (1) year of general experience indicated above. Course work must include typing skills, methods, and procedures, and other courses may include office procedures, word processing, and business English. You must attach a copy of your transcript or a list of the applicable courses and credits you have completed, to your application. Failure to do so will result in rejection from the examination process.

Note: Applicants will be required to demonstrate proficiency in keyboarding or typing. A five-minute qualifying typing test (scored on a pass/fail basis) may be scheduled or administered during the interview process. If you have a current typing proficiency certificate you should attach a copy to your application. Applicants who have taken a typing test administered by the Civil Service Commission(CSC) or an approved representative of the CSC and have been issued a scoring report indicating a passing score, or a proficiency certificate, are not required to be tested again. Candidates will be graded on a scale based on the number of errors made. The minimum acceptable typing speed is 40 net words per minute. Net words equals total words per minute minus errors. Keyboards will be provided.

License: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle rather than employee mobility, is necessary to perform the essential duties of the position. The responsibility for ensuring that employees possess the required motor vehicle license, commensurate with the class and type of vehicles they operate, rests with the Appointing Authority.

IMPORTANT INFORMATION

1. NJAC 4A:4-2.6 states that all requirements listed must be met as of the closing date, including assignment to jurisdiction/department, and satisfying the permanent status requirement.
2. **YOU MUST COMPLETE YOUR APPLICATION IN DETAIL.** Your score may be based on a comparison of your credentials with the job requirements. Failure to complete your application properly may lower your score or cause you to fail.
3. This examination is open to full-time and part-time permanent employees. If an employment list results from this announcement, it may be certified to fill both full-time and part-time positions. If 35- and 40-hour positions are used within the department, the resulting list may be used to fill either work week position.
4. NJAC 4A:4-1.5 states that any employee who is serving on a provisional basis and who fails to file for and take an examination which has been announced for his/her title **SHALL BE SEPARATED FROM THE PROVISIONAL TITLE.**
5. In accordance with Public Law 2010 c.26, **Veterans pay a reduced application fee of \$15.00** if they have previously established Veterans Preference with the DMAVA (as defined by N.J.S.A. 11A:5-1 et seq.), or your claim is approved by DMAVA at least 8 days prior to the issuance of this eligibility list. **PLEASE NOTE THIS REDUCED FEE DOES NOT APPLY TO PUBLIC SAFETY TITLES.** (i.e. Police, Fire, Corrections and Sheriff).
6. **If you are having difficulty submitting your application online, technical support and customer care are available during regular business hours, 8:00 a.m. to 4:00 p.m. EST, Monday - Friday, excluding holidays and emergency closings. Please Email: OAS.support@csc.state.nj.us or call (609) 292-4144. Please note that application support requests received outside of regular business hours on the closing date will not change the application filing deadline, so PLEASE FILE EARLY.**

DPP-256A * Revised 03/09