

B-36



In the Matter of Margaret Matejik,  
Personnel Assistant 2 (PS0800U),  
Office of Information Technology

**STATE OF NEW JERSEY**

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

CSC Docket No. 2016-1440

**Examination Appeal**

**ISSUED: OCT 23 2015 (CSM)**

Margaret Matejik 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 Personnel Assistant 2 (PS0800U), Office of Information Technology.

The examination at issue was announced with specific requirements that had to be met as of the closing date of May 21, 2015 (see attached). A total two employees applied for the subject examination that resulted in a list of one eligible with an expiration date of September 30, 2018.

The appellant indicated on her application that she was provisionally serving in the subject title from January 2015 to the closing date, May 2015. From August 2004 to January 2015 she was a Supervisor Personnel Records and Payroll Processing 1 and from January 2003 to August 2004 she was a Supervisor of Personnel Records and Payroll Processing 2. From August 1999 to January 2003 she was a Clerk Typist, Senior Clerk Typist, Personnel Aide 1, and Technical Assistant Personnel. The appellant did not indicate completion of any college credits. Agency Services credited the appellant with five months of experience based on her provisional service in the title under test, but determined that the remainder of her experience was not applicable.

On appeal, the appellant highlights her experience and maintains that she has been performing duties consistent with the title under test since November 2006. In support, the appellant provides documentation from the appointing

authority verifying that she performed out-of-title duties due to business necessity since November 2006.

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

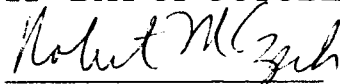
In the present matter, a review of the documentation demonstrates that initially, Agency Services correctly determined that the appellant was not eligible for the subject examination. The appellant was properly credited with five months of experience based on her provisional service in the title under test and, in accordance with the substitution clause for education, would need an additional six years and seven months of experience to qualify for the examination. Primarily performing the duties required to establish eligibility for the title under test would be considered out-of-title work for incumbents in the Supervisor of Personnel and Payroll Processing title series. However, the appointing authority has verified that the appellant performed the required out-of-title duties since November 2006. Additionally, the subject eligible list is incomplete, containing the name of only one eligible and the appellant continues to serve provisionally in the title under test. Under these circumstances, good cause exists to accept the appellant's out-of-title work experience and admit her to the subject examination.

### ORDER

Therefore, it is ordered that this appeal be granted and the appellant's application be processed for prospective employment opportunity 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  
21<sup>ST</sup> DAY OF OCTOBER, 2015



Robert M. Czech  
Chairperson  
Civil Service Commission

Inquiries  
and  
Correspondence

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

Attachment

- c. Margaret Matejik  
Sharon Pagano  
Kelly Glenn

NEW JERSEY CIVIL SERVICE COMMISSION-STATE SERVICE  
**PROMOTIONAL ANNOUNCEMENT**



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

SYMBOL: <b>PS0800U</b>	WEIGHT CODE: *
TITLE: <b>PERSONNEL ASSISTANT 2</b>	SALARY: <b>\$56,123.00 - \$79,773.00</b>
ISSUE DATE: <b>May 01, 2015</b>	CLOSING DATE: <b>May 21, 2015</b>
TITLE CODE: <b>63254/QLRXR5</b>	CLASS CODE: <b>26</b>
DEPARTMENT: <b>OIT/OFFICE OF INFORMATION TECHNOLOGY</b>	
UNIT SCOPE: <b>U955 Finance and Administration</b>	

**Visit [www.state.nj.us/csc](http://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 are currently serving in a title to which the announcement is open and have an aggregate of one year of continuous permanent service as of the closing date in the following title(s):**

**Personnel Assistant 3**

**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:**

Education: Graduation from an accredited college or university with a Bachelor's degree. You must indicate either possession of a degree or total number of college credits completed to date on your application. (Foreign degrees/ transcripts must be evaluated by a recognized evaluation service.) Failure to do so will result in rejection from the examination process.

Applicants who do not possess the required education may substitute, in addition to the required experience indicated below, applicable experience on a year for year basis, with thirty (30) semester hour credits being equal to one (1) year of experience.

Experience: Three (3) years of professional experience in a personnel program of a public or private organization.

Note: A Master's degree in business administration, personnel administration, public administration, management, or other related field may be substituted for one (1) year of the indicated experience. You must specify the type of degree(s) you have on your application. (Foreign degrees/transcripts must be evaluated by a recognized evaluation service.) Failure to do so will result in rejection from the examination process.

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, including assignment to the department and unit scope, must be met as of the closing date.
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- and part-time permanent employees. If an employment list results from this announcement, it may be certified to fill full-time and part-time positions. If 35- and 40-hour positions are used within the unit scope, 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.**
6. **SPECIAL NOTE TO ALL APPLICANTS** Please make sure you are assigned to the unit scope indicated above. If you do not know your unit scope assignment, please contact your Human Resource Office. If you file an application for this announcement and you are not assigned to the unit scope indicated above, **YOU WILL BE FOUND INELIGIBLE FOR THIS EXAM AND YOUR APPLICATION FEE WILL NOT BE REFUNDED.**
7. 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](mailto:OAS.support@csc.state.nj.us) or call (609) 292-4144. Please note that application support requests received outside regular business hours on the closing date will not change the application filing deadline so **PLEASE FILE EARLY.**

DPF-256A \* Revised 03/09