

B-17



STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION  
OF THE  
CIVIL SERVICE COMMISSION

In the Matter of Dena Sanna,  
Administrative Secretary/Office  
Services Manager (PC0110T), Mercer  
County

CSC Docket No. 2016-703

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Eligibility Appeal

ISSUED: NOV 23 2015 (LDH)

Dena Sanna appeals the determination of the Division of Agency Services (Agency Services) that she did not meet the experience requirements for the promotional examination for Administrative Secretary/Office Services Manager (PC0110T), Mercer County.

The subject examination was announced with a closing date of February 21, 2015 and was open, in part, to applicants who possessed five years of experience in the capacity of a secretary to an executive or administrative official in a public or private organization which shall have included stenography and transcribing and five years of experience in the supervision of two or more office services functions involving records management, printing or duplication services, mail and messenger services, equipment maintenance and repair, procurement and supply, or other related functions in support of office operations and services. It is noted that that the examination was cancelled as all applicants were deemed ineligible.

On her application, the appellant indicated she served provisionally, pending promotional procedures, in the subject title from November 2014 to the closing date; as a Supervising Clerk Transcriber from February 2012 to November 2014; and as a Principal Clerk Transcriber from December 2006 to February 2012. Agency Services credited the appellant with three years and one month applicable experience for both experience requirements, based on her Supervising Clerk

Transcriber experience and provisional service in the subject title.<sup>1</sup> Thus, the appellant lacked one year and 11 months experience in the capacity of a secretary to an executive and one year and 11 months of experience in the supervision of two or more office functions.

On appeal to the Civil Service Commission (Commission), the appellant highlights her employment history, and maintains that she possesses sufficient applicable experience. In support, she submits a letter from her supervisor, Paula Sollami Covello, Mercer County Clerk, stating that the appellant has been performing Administrative Secretary/Office Services Manager duties since August 31, 2009 and a letter from Raissa Walker, Personnel Director, stating that the appellant has worked directly for Covello and the prior Deputy Clerk, Walker Worthy, since December 2006. Ms. Covello states that the appellant was required to perform the out-of-title duties to meet the needs of the department.

### 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 ineligible for the subject examination as she only possessed three years and one month applicable experience for both experience requirements based on her Supervising Clerk Transcriber experience and provisional service in the subject title. However, on appeal, the appellant submits letters from Covello stating that the appellant has been performing relevant duties to meet the requirements of experience in the supervision of two or more office services functions involving records management, printing or duplication services, mail and messenger services, equipment maintenance and repair, procurement and supply, or other related functions in support of office operations and services since August 31, 2009. Additionally, the appellant submits a letter from Walker stating that the appellant has been performing relevant duties to meet the requirements of experience in the capacity of a secretary to an executive or administrative official in a public or private organization which shall have included stenography and

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<sup>1</sup> DAS determined that the appellant's three years and one month of experience was applicable to the five years of experience in the capacity of a secretary to an executive or administrative official in a public or private organization which shall have included stenography and transcribing AND to the five years of experience in the supervision of two (2) or more office services functions involving records management, printing or duplication services, mail and messenger services, equipment maintenance and repair, procurement and supply, or other related functions in support of office operations and services.

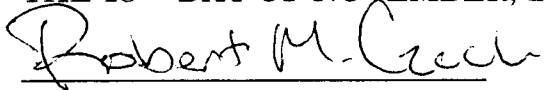
transcribing since December 2006. Accepting the letters from both Covello and Walker that she performed these applicable duties, it would provide the appellant with more than the required five years of applicable experience for both experience requirements. Moreover, the appellant continues to serve provisionally in the subject title and the examination was cancelled as there were no eligible applicants. Accordingly, good cause exists to accept the appellant's out-of-title work experience, for eligibility purposes only, and to admit her to the 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 18<sup>TH</sup> DAY OF NOVEMBER, 2015



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