

B-666



STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION
OF THE
CIVIL SERVICE COMMISSION

In the Matter of Christine Ondris,
Senior Keyboarding Clerk 2
(PC0692S), Sussex County
Prosecutor's Office

Examination Appeal

CSC Docket No. 2015-1236

APR - 2 2015

ISSUED:

(WR)

Christine Ondris appeals the determination of the former Division of Selection Services (Selection Services),¹ which found that she was below the minimum requirements in experience for the promotional examination for Senior Keyboarding Clerk 2 (PC0692S), Sussex County Prosecutor's Office.

The subject examination was announced with a closing date of June 21, 2014 and was open to applicants who possessed one year of clerical experience operating an alphanumeric keyboard or typewriter to produce documents such as letters, memos, reports charts, forms and other materials. Agency records indicate that the eligible list was cancelled, as the appellant, the only applicant for the position, was found ineligible.

On her application, the appellant indicated she served provisionally in the subject title, pending promotional examination procedures, from April 2014 to the closing date; as a "Receptionist/Typist" from January 2012 to March 2014; and as a Clerk 1 from June 2008 to December 2011. Selection Services credited the appellant with three months of experience for her provisional service in the subject title, but did not credit her experience in the other titles as it determined that the primary focus of those positions was not typing. As a result, Selection Services determined that she lacked nine months of the required experience as of the closing date.

On appeal, the appellant describes in detail the duties she performed that she claims satisfy the experience requirement for the subject examination.

¹ This function is now part of the Division of Agency Services.

Agency records indicate that the appellant continues to serve provisionally in the title of Keyboarding Clerk 2. It is noted that a new examination for the subject title has not been announced for the Sussex County Prosecutor's Office.

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 eligibility requirements or for credit in the examination process.

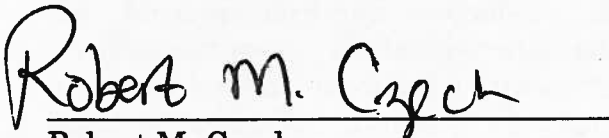
Initially, the appellant was properly determined ineligible for the subject examination by Selection Services since she lacked nine months of applicable experience as of the closing date. Nevertheless, agency records reveal that the examination was cancelled as the appellant was the only applicant. Additionally, the appellant has served provisionally in the subject title since April 1, 2014 and, as of the date of this decision, continues to serve provisionally in that title. As such, good cause exists to accept the appellant's experience gained after the closing date, for eligibility purposes only, and to admit her to the subject examination.

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 1st DAY OF APRIL, 2015



Robert M. Czech
Chairperson
Civil Service Commission

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and
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