

B-92

STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION
OF THE
CIVIL SERVICE COMMISSION

In the Matter of Cristina Mateo,
Assistant Housing Manager
(PM0494S), Orange Housing
Authority

Eligibility Appeal

CSC Docket No. 2015-379

ISSUED: APR - 6 2015 (LDH)

Cristina Mateo appeals the determination of the Division of Selection Services and Recruitment¹ (Selection Services) that she did not meet the experience requirements for the promotional examination for Assistant Housing Manager (PM0494S), Orange Housing Authority.

The subject examination was announced with a closing date of April 21, 2014 and was open to applicants who possessed three years of managerial business experience in the field of real estate or public housing or credit investigation. The examination was cancelled as the appellant was the only applicant.

On her application, the appellant indicated that she served provisionally, pending promotional procedures, in the subject title from March 27, 2013 to the closing date; and as an Army National Guard Sergeant, Logistic from February 2006 to April 2014. Based on the foregoing, Selection Services determined that the appellant lack the required experience. Specifically, it noted that the limited duties listed by the appellant on her application were not applicable.

On appeal to the Civil Service Commission (Commission), the appellant highlights her employment history. Specifically, she asserts that since 2011 as a Tenant Interviewer, Bilingual in Spanish and English, she performed duties of an Assistant Housing Manager. For example, she notes that she was responsible for determining eligibility for residents; assisting with the supervision of multiple housing sites by scheduling repairs and new construction; managing the off-site properties; generating departmental reports; and developing strategies to streamline office practices. In support, she submits, *inter alia*, her resume and a

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

letter from the Executive Director of the Orange Housing Authority, Walter McNeil Jr, who states that the appellant has performed Assistant Housing Manager duties since September 2011 as a Tenant Interviewer, Bilingual in Spanish and English.

Agency records indicate the appellant continues to serve provisionally in the subject title.

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 Selection Services correctly determined that the appellant was not eligible for the subject examination based on the limited information provided on her application. On appeal, the appellant explains her duties as a provisional in the subject title. As a result, based on that information, the appellant possesses one year and one month of applicable experience for her provisional service in the subject title. However, the appellant and the appointing authority maintain that she has performed relevant duties since September 2011 while employed as a Tenant Interviewer, Bilingual in Spanish and English. The appellant was provisionally appointed to the title under test effective March 27, 2013 and continues to serve provisionally in that title. Accepting the appointing authority's verification that the appellant performed the appropriate duties since 2011, and the fact that she continues to serve provisionally in the subject title, the appellant possesses more than the required three years of applicable experience. Nevertheless, the examination was cancelled since the appellant was the only applicant. 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 1st DAY OF APRIL 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**

**c: Cristina Mateo
Walter D. McNeil
Kelly Glenn
Joseph Gambino**