

B-25



STATE OF NEW JERSEY

FINAL ADMINISTRATIVE  
ACTION OF THE  
CIVIL SERVICE COMMISSION

In the Matter of Charlotte Holden,  
Administrative Analyst 2, Fiscal  
Management, Department of  
Banking and Insurance

Examination Appeal

CSC Docket No. 2015-3049

ISSUED: JUN 19 2015 (RE)

The Department of Banking and Insurance (DOBI) requests that Charlotte Holden's out-of-title work experience in the title of Administrative Assistant 1 be accepted to qualify her for a prospective promotional examination for Administrative Analyst 2, Fiscal Management.

By way of background, Ms. Holden's credentials were reviewed to determine if she satisfied the requirements for the position of Administrative Analyst 2, Fiscal Management. In this regard, it is noted that the requirements for Administrative Analyst 2, Fiscal Management are graduation from an accredited college or university with a Bachelor's degree, including or supplemented by 21 semester hour credits in Accounting, Business Administration, Economics or Finance courses, and three years of experience in work involving fiscal analyses and evaluation, budgeting, and management operations in government, business and/or a management consulting firm. Possession of a Master's degree in one of the areas listed above could be substituted for the one year of the work experience, and possession of a Doctorate degree in one of the areas listed above could be substituted for two years of experience. Applicants who did not possess the required Bachelor's degree, but who possessed the required 21 credit hours could substitute additional experience on a year-for-year basis, with 30 credits being equal to one year of experience. The Division of Agency Services (DAS) found that Ms. Holden was working out-of-title from May 2001 to April 2015, while serving as a Administrative Assistant 1. This equates to 14 years of out-of-title experience.

In its petition to the Civil Service Commission (Commission), DOBI states that Ms. Holden has been and continues to perform out-of-title duties due to organizational needs and business necessity. It requests that Ms. Holden's out-of-title experience be accepted towards meeting the requirements of a promotional examination for Administrative Analyst 2, Fiscal Management. DAS recommends approval of this request.

*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

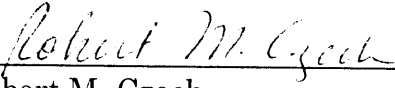
In the present matter, the appointing authority has stated that Ms. Holden has been performing out-of-title duties and DAS states that she has accrued at least 14 years of applicable experience when including out-of-title work in the Administrative Assistant 1 title. Additionally, Ms. Holden continues to perform the required out-of-title work. Under these circumstances, good cause is presented to accept Ms. Holden's out-of-title work in order to qualify her for any upcoming promotional examination for Administrative Analyst 2, Fiscal Management.

### ORDER

Therefore, it is ordered that this request be granted and Ms. Holden's applicable out-of-title experience be accepted on a year-for-year basis for a prospective promotional examination for the subject title. Ms. Holden is to provide a copy of this decision with the promotional application that she submits upon examination announcement. In addition, DAS should also accept applicable and documented out-of-title work experience from other promotional examination applicants.

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 17<sup>th</sup> DAY OF JUNE, 2015



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