

B-26



STATE OF NEW JERSEY

In the Matter of Hilary Hyser,  
Personnel Officer (PM0102T),  
Ewing

FINAL ADMINISTRATIVE ACTION  
OF THE  
CIVIL SERVICE COMMISSION

CSC Docket No. 2015-3007

Examination Appeal

ISSUED: JUN 19 2015 (JET)

Hilary Hyser appeals the determination of the Division of Agency Services (Agency Services) that she did not meet the experience requirement for the promotional examination for Personnel Officer (PM0102T), Ewing.

The promotional examination was announced with specific requirements which had to be satisfied by the January 21, 2015 closing date (see attached). The examination was cancelled on May 16, 2015 as the appellant, the only applicant, was found ineligible for the examination.

The appellant indicated on her application that she was provisionally serving in the title under test from November 2014 to the closing date, January 2015. From January 2014 to November 2014 she was a Senior Employee Benefits Clerk and from October 2013 to January 2014 she was an Employee Benefits Clerk. The appellant also indicated on her application and resume that she worked as a Personnel Manager and Sales Manager with Allstate Insurance from September 2009 to October 2013, and as a Proprietor and Director of Advanced Physical Therapy from July 2001 to August 2009. The appellant indicated possession of a Bachelor's degree. Agency Services did not credit the appellant with any applicable experience.

On appeal, the appellant asserts that her duties as a provisional Personnel Officer, Senior Employee Benefits Clerk, and Employee Benefits Clerk since October 2013 have included classification problems and wage studies, handling

personnel problems, coordination of training needs, and supervisory duties. The appellant also clarifies her experience as a Personnel Manager and Sales Manager with Allstate Insurance from September 2009 to October, emphasizing that her duties included supervising professional and support staff, conducting employee evaluations, developing policies and procedures, maintaining employee records, organizing orientation and training, and completing payroll. Moreover, the appellant maintains that she is currently performing applicable duties while serving provisionally in the title under test.

Official personnel records indicate that 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 announcement by the closing date. *N.J.A.C.* 4A:1-1.2(c) provides that a rule may be relaxed for good cause in a particular situation.

In the present matter, the appellant should be admitted to the subject examination. Under *N.J.A.C.* 4A:4-2.1(g), the Civil Service Commission (Commission) can accept clarifying information in eligibility appeals. In this case, the appellant clarified her supervisory level personnel experience with Allstate Insurance explaining that she developed policies and procedures, handled personnel problems, and was responsible for coordination of training.

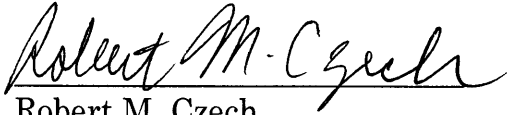
Although the appellant's experience as a Personnel and Sales Manager does not precisely mirror the required experience, the Commission is satisfied that the totality of her personnel experience since September 2009 satisfies the required experience. Given that the appellant possesses almost six years of supervisory level personnel experience and possesses a Bachelor's degree, this experience clearly qualifies her for the examination. In addition, the appellant continues to serve provisionally in the subject title and the examination was cancelled due to a lack of eligible applicants. Under these circumstances, good cause exists to relax the provisions of *N.J.A.C.* 4A:4-2.6(a) and accept the appellant's totality of experience, including her provisional experience after the closing date, for eligibility purposes only, and to admit her to the examination.

### ORDER

Therefore, it is ordered that this appeal be granted, the cancellation of the examination 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 17<sup>th</sup> DAY OF JUNE, 2015



Robert M. Czech  
Chairperson  
Civil Service Commission

Inquiries  
and  
Correspondence

Henry Maurer  
Director  
Division of Appeals  
& Regulatory Affairs  
Civil Service Commission  
Written Record Appeals Unit  
PO Box 312  
Trenton, New Jersey 08625-0312

Attachment

c: Hilary Hyser  
Kelly Glenn  
James P. McManimon

NEW JERSEY CIVIL SERVICE COMMISSION  
COUNTY AND MUNICIPAL GOVERNMENT SERVICES  
**PROMOTIONAL ANNOUNCEMENT**



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

SYMBOL: <b>PM0102T</b>	WEIGHT CODE: *
TITLE: <b>PERSONNEL OFFICER</b>	SALARY: <b>\$85,000.00 - \$95,000.00</b>
ISSUE DATE: <b>January 01, 2015</b>	CLOSING DATE: <b>January 21, 2015</b>
TITLE CODE: <b>02653@/ MLRLR9</b>	JURISDICTION CODE: <b>T11020010</b>
JURISDICTION: <b>EWING</b>	
DEPARTMENT: <b>ADMINISTRATION FINANCE PUBLIC WORKS</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 all employees in the competitive division who have completed their working test period as of the closing date 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 additional experience as indicated 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 supervisory personnel experience including the review of classification problems and wage studies, handling personnel problems, and coordination of the training needs of the jurisdiction.

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.

**Note: This announcement may be tested via the Supervisory Test Battery, a computer-administered exam. For information regarding the Supervisory Test Battery, please refer to our website <http://www.state.nj.us/csc/seekers/about/steps/step7.html>.**

**IMPORTANT INFORMATION**

1. NJAC 4A:4-2.6 states that all requirements listed must be met as of the closing date, including assignment to jurisdiction/department, and satisfying the permanent status requirement.
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-time and part-time permanent employees. If an employment list results from this announcement, it may be certified to fill both full-time and part-time positions. If 35- and 40-hour positions are used within the department, 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.** (i.e. Police, Fire, Corrections and Sheriff).
6. **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 of regular business hours on the closing date will not change the application filing deadline, so PLEASE FILE EARLY.**

DPF-256A \* Revised 03/09