

B-28



STATE OF NEW JERSEY

In the Matter of Michelle Knox,  
Building Management Services  
Specialist 3 (PS9493H), Department  
of Health

FINAL ADMINISTRATIVE ACTION  
OF THE  
CIVIL SERVICE COMMISSION

CSC Docket No. 2015-2970

Examination Appeal

ISSUED: JUN 19 2015 (JET)

Michelle Knox appeals the determination of the Division of Agency Services (Agency Services) that she did not meet the experience requirement for the promotional examination for Building Management Services Specialist 3 (PS9493H), Department of Health.

The promotional examination was announced with specific requirements which had to be satisfied by the December 22, 2014 closing date (see attached). The examination was cancelled on May 14, 2015, as the appellant, the only applicant, was found ineligible for the examination.

A review of the appellant's application reveals that she did not possess a Bachelor's degree. However, Agency Services credited her for two months of applicable experience for her six semester hour credits. Further, the appellant indicated that she served as a provisional Building Management Services Specialist 3 from October 2013 to the closing date, as a Building Services Coordinator 2 from August 2009 to October 2013, as a provisional Building Services Coordinator 3 from March 2009 to August 2009, as a Head Clerk from August 2009 to August 2009 and from December 2007 to March 2009, as a Principal Clerk Typist from June 2004 to December 2007, and as a Senior Clerk Typist from March 2003 to June 2004. Agency Services credited the appellant with five years and seven months of applicable experience for her work as a provisional Building Management Services Specialist 3 and as a Building Services Coordinator 2, but it did not find any of her

other experience applicable. Accordingly, Agency Services determined that the appellant lacked five months of applicable experience.

On appeal, the appellant argues, among other things, that she meets the experience requirement for the subject examination. Specifically, the appellant contends that while serving in her various titles, her duties have included building/property analysis, fiscal management, fiscal planning, program development, maintaining budgets, collecting information, planning of future projects, and running reports. Further, she was appointed as a provisional Building Management Services Specialist 3 as a result of a classification determination. In support of her request, the appellant submits a letter from her supervisor, Kevin Jennings, a Supervising Management Improvement Specialist, who indicates that the appellant has been performing applicable duties on an out-of-title basis since 2006 as a result of a reorganization of her unit and a reduction in staff. Jennings explains, among other things, that the appellant's duties include planning, maintaining budgets, troubleshooting, facilitating procurement of products, reviewing cost efficiencies, prioritizing building repairs, coordination of the security program, and training.

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)2 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.

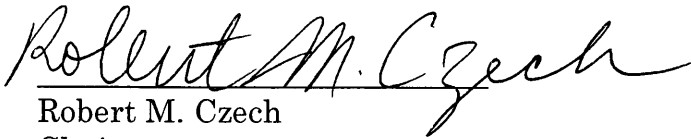
Initially, it is noted that Agency Services correctly credited the appellant with five years and seven months of applicable experience based on her provisional service as a Building Services Coordinator 2 and as a provisional Building Management Services Specialist. However, the appellant's supervisor indicates on appeal that the appellant has been performing applicable duties of a Building Management Services Specialist 3 since 2006. Further, a review of the record indicates that the appellant continues to serve provisionally in the subject title. Moreover, the examination is not competitive 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 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

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and  
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c: Michelle Knox  
Kevin Jennings  
Loreta Sepulveda  
Kelly Glenn

NEW JERSEY CIVIL SERVICE COMMISSION-STATE SERVICE  
**PROMOTIONAL ANNOUNCEMENT**



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

SYMBOL: <b>PS9493H</b>	WEIGHT CODE: *
TITLE: <b>BUILDING MANAGEMENT SERVICES SPECIALIST 3</b>	SALARY: <b>\$51,530.00 - \$72,953.00</b>
ISSUE DATE: <b>December 01, 2014</b>	CLOSING DATE: <b>December 22, 2014</b>
TITLE CODE: <b>52574/L8FXR2</b>	CLASS CODE: <b>21</b>
DEPARTMENT: <b>HLA/HEALTH</b>	
UNIT SCOPE: <b>H200 Management and Administration</b>	

**ONLY ON LINE APPLICATIONS  
 WILL BE ACCEPTED  
 FOR THIS ANNOUNCEMENT**

**Open to employees in the competitive division who are currently serving in a title to which the announcement is open and have an aggregate of one year of continuous permanent service as of the closing date in the following title(s):**

**Building Management Services Specialist 4**

**Or to employees in the competitive division who have an aggregate of one year of continuous permanent service as of the closing date in any competitive title 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, in addition to the required experience indicated below, applicable experience on a year for year basis, with thirty (30) semester hour credits being equal to one (1) year of experience.

**Experience:** Two (2) years of experience in the coordination and/or implementation of building management programs including building/property operations analysis, program development, organizational and/or fiscal planning, and/or cost efficiency programs and/or special building service programs, security, or a related field.

A Master's degree in Business Administration, Public Administration or closely related area may be substituted for one (1) year of the experience. You must indicate the details of your Master's degree 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.

**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.

**IMPORTANT INFORMATION**

1. NJAC 4A:4-2.6 states that all requirements listed, including assignment to the department and unit scope, must be met as of the closing date.
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- and part-time permanent employees. If an employment list results from this announcement, it may be certified to fill full-time and part-time positions. If 35- and 40-hour positions are used within the unit scope, 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.**
6. **SPECIAL NOTE TO ALL APPLICANTS** Please make sure you are assigned to the unit scope indicated above. If you do not know your unit scope assignment, please contact your Human Resource Office. If you file an application for this announcement and you are not assigned to the unit scope indicated above, **YOU WILL BE FOUND INELIGIBLE FOR THIS EXAM AND YOUR APPLICATION FEE WILL NOT BE REFUNDED.**
7. 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 regular business hours on the closing date will not change the application filing deadline so **PLEASE FILE EARLY.**

DPF-256A \* Revised 03/09