

B-26



STATE OF NEW JERSEY

FINAL ADMINISTRATIVE
ACTION OF THE
CIVIL SERVICE COMMISSION

In the Matter of Katelin Lorito,
Assistant Municipal Treasurer
(M0029T), Morristown

CSC Docket No. 2015-3111

Examination Appeal

ISSUED: JUL 6 2015 (SLK)

Katelin Lorito appeals the determination of the Division of Agency Services (Agency Services) that she did not meet the experience requirements for the open competitive examination for Assistant Municipal Treasurer (M0029T), Morristown.

The examination at issue was announced with specific requirements that had to be met as of the January 13, 2015 closing date (see attached). A total of 10 individuals applied for the subject examination and one was deemed eligible. Certification OL150611 has been issued containing the name of the one eligible and its disposition is due August 8, 2015. The eligible list expires on April 29, 2018.

Ms. Lorito indicated on her application that she was provisionally serving in the subject title from September 2014 to the January 13, 2015 closing date, serving in the subject title for the Township of Parsippany Troy-Hills (Parsippany Troy-Hills) from July 2012 to September 2014, and an Account Clerk for Parsippany Troy-Hills from January 2008 to June 2012. Personnel records indicate that the appellant was provisionally serving in the subject title from September 2014 to the January 13, 2015 closing date, a Keyboarding Clerk 2 for Parsippany Troy-Hills from February 2010 to September 2014, and a Keyboarding Clerk 1 for Parsippany Troy-Hills from February 2009 to February 2010. Ms. Lorito also indicated that she possesses a Bachelor's degree in Accounting. Agency Services credited Ms. Lorito for her education and five months of experience based on her provisional service in the subject title, but determined her other experience was not applicable. As such, it determined that she lacked three years and seven months of experience.

On appeal, Ms. Lorito presents that she has three years of experience in the subject title based on her provisional service with the appointing authority and her employment with Parsippany Troy-Hills. Additionally, the appellant maintains that she has an additional three years of applicable experience while employed by Parsippany Troy-Hills where she supervised two employees in its accounts payable function for all funds including but not limited to the Current Fund, Trust Fund, and three Utility Funds. Ms. Lorito presents that she began working in municipal government in 2007 for Parsippany Troy-Hills' finance department and that she has eight years of municipal accounting experience. The appellant provides that she will be sitting for the New Jersey Certified Municipal Finance Officer's exam and that she will soon complete all of the Financial Management classes offered through the Rutgers University Center for Government Services. She also submits her resume and other documents that illustrate her accounting experience and education.

CONCLUSION

N.J.A.C. 4A:4-2.3(b)2 requires applicants to possess all the requirements specified in an announcement for an open competitive examination by the closing date. *N.J.A.C.* 4A:4-6.3(b) provides that the appellant has the burden of proof in examination appeals.

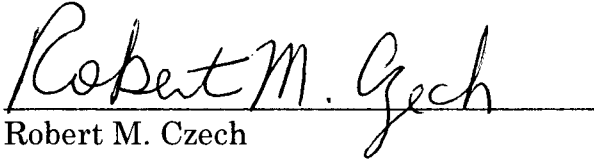
In the present matter, Agency Services correctly determined that Ms. Lorito was not eligible for the subject examination as the appellant only indicated on her application five months of relevant experience based on her provisional service in the subject title and her other experience was not applicable. On appeal, Ms. Lorito maintains that while employed as a Keyboarding Clerk 1 and 2 for Parsippany Troy-Hills, that she was performing the required supervisory accounting duties for the subject examination. However, when an applicant indicates extensive experience in titles established under the State Classification Plan for an open competitive examination, it is appropriate to utilize the job specifications to determine the primary focus of the duties of incumbents serving in career service titles. In the eligibility screening process for open competitive examinations, reliance on the job specifications to determine the primary focus of duties for incumbents of a particular title or title series provides a standardized basis on which Agency Services can compare what an applicant indicates on his or her application to what incumbents in a particular title series generally perform. *See In the Matter of William Moore* (MSB, decided May 10, 2006). In this matter, the appellant has not provided any documentation from Parsippany Troy-Hills that confirms she performed accounting duties and was a supervisor while it employed her as a Keyboarding Clerk. Accordingly, the appellant has not met her burden of proof in this matter.

ORDER

Therefore, it is ordered that this appeal be denied.

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 15th DAY OF JULY, 2015

A handwritten signature in cursive script that reads "Robert M. Czech". The signature is written in black ink and is positioned above a horizontal line.

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: Katelin Lorito
Michael Rogers
Kelly Glenn



Job Announcements

Symbol: M0029T Title: **ASSISTANT MUNICIPAL TREASURER**

Issue Date: 12/23/2014

Closing Date: 01/13/2015

Jurisdiction: MORRISTOWN

Salary: \$50,000.00 - \$75,000.00 Per Year

Num. of Positions: 1

Workweek: 35 Hours per week

Application Fee: \$25.00

OPEN TO RESIDENTS OF:

1) Morristown Town; 2) Morris County

REQUIREMENTS:

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree, including or supplemented by twenty-one (21) semester hour credits in professional accounting subjects.

NOTE: Applicants who have satisfactorily completed twenty-one (21) credits of professional accounting courses at an accredited college or university may substitute additional accounting experience as described below for the remainder of the above educational requirement on a year-for-year basis.

NOTE: Please upload a copy of your transcript with your application. Failure to do so will result in ineligibility.

NOTE: Possession of a valid certificate as a Municipal Finance Officer issued by the New Jersey Department of Community Affairs, Division of Local Government Services may be substituted for the above educational requirements. If you are substituting a certificate for education, please upload a copy of your certificate with your application. Failure to do so will result in ineligibility.

NOTE: Foreign transcripts must be evaluated by a recognized evaluation service. Please upload a copy of your evaluation with your application. Failure to do so will result in ineligibility.

EXPERIENCE: Four (4) years of supervisory accounting experience in work involving the installation, operation, and auditing of large-scale systems of accounts, one (1) year of which shall have been in municipal accounting or auditing.

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 essential duties of the position.

Customer Care and Technical Support: If you are having difficulty submitting your application online, customer care and technical support 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 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.

IMPORTANT INFORMATION:

1. NJAC 4A:4-2.3(b) states that all requirements must be met as of the closing date.
2. Online applications must be completed and submitted by the closing date listed above.
3. **You must complete your application in detail.** Your score may be based on a comparison of your background with the job requirements. **Failure to complete your application properly may lower your score or cause you to fail.**
4. If an employment list results from this announcement, it may be certified to fill full-time and part-time positions.
5. If the announcement is open to residents of more than one jurisdiction, the eligible list will be ranked according to that residency sequence. Please click here for additional information.
6. Effective September 1, 2011, the New Jersey First residency law was enacted. Please click here for additional information.
7. In accordance with Public Law 2010 c. 26, Veterans pay a reduced application fee of \$15.00 if they have previously established Veteran's Preference with the DMAVA (as defined by NJSA 11A:5-1 et seq) or their claim is approved by DMAVA at least 8 days prior to the issuance of the eligibility list. Please note this reduced fee does not apply to Public Safety titles.

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