

B-28



STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION
OF THE
CIVIL SERVICE COMMISSION

In the Matter of John Miller,
Business Manager (C0866S),
Burlington County

Examination Appeal

CSC Docket Nos. 2015-2757

ISSUED: JUL 16 2015 (SLK)

John Miller appeals the determination of the Division of Agency Services (Agency Services) that he did not meet the experience requirements for the open competitive examination for Business Manager (C0866S), Burlington County.

The examination at issue was announced with specific requirements that had to be met as of the November 17, 2014 closing date (see attached). A total of 35 individuals applied for the examination. A test was administered on May 12, 2015 which resulted in a list of seven eligibles. Certification OL150740 was issued containing the names of the seven eligibles and its disposition is due September 9, 2015. The eligible list expires on June 3, 2017.

Mr. Miller indicated on his application that he was provisionally serving in the subject title from May 2014 to the November 2014 closing date, a Finance Manager for Xerox State & Local Solutions from December 2013 to May 2014, a Department Manager for State Street Corporation from June 2005 to June 2013, a Senior Financial Analyst for State Street Corporation from January 2002 to June 2005, an Accounts Payable Analyst for Merrill Lynch Investment Managers from January 2001 to January 2002, and an Accountant for Merrill Lynch Investment Managers from September 1999 to January 2001. Personnel records indicate that the appellant was provisionally serving in the subject title from August 2014 to the November 17, 2014 closing date and a Senior Accountant from May 2014 to August 2014. The appellant also indicated that he possesses a Bachelor's degree. Agency Services credited Mr. Miller for his Bachelor's degree and his seven months of experience serving provisionally in the subject title, but determined that his other

experience was not applicable. Therefore, it determined that he lacked one year and five months of experience.

On appeal, Mr. Miller presents that he set program or organizational goals and objectives while at Xerox by establishing a strategic plan as it worked toward adding automated tolls and foster care payment systems to its State Disbursement Unit portfolio, and at State Street by acting as the business liaison for its Information Technology Group as it engineered, tested and integrated its in-house accounts payable database into a new operating platform. He states that he established organization structure or determined the need for developing plans for organizational changes at Xerox by monitoring the organization's adherence to the State's benchmarks of accuracy and quality standards and would direct the staff if they deviated from those guidelines, and at State Street by creating demand deposit accounts for payment of mutual fund expenses. He provides that this eliminated the need for its six custodial banks to wire vendors separate payments of the same invoice and led to a reduction of its outstanding receivables. Mr. Miller states that he set policy for the organization or program managed by establishing program emphasis and priorities and developed operating and procedural guidelines at Xerox by preparing and evaluating project budgets, managing contracts, and updating financial reports to ensure it met program goals, and at State Street by providing its main client pro forma financial statements that its client used to analyze the need and environment for it to reorganize its financial product offerings. Finally, Mr. Miller states that he directed the work of the organization or program through subordinate levels of supervision at State Street by supervising a staff of 10.

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 Mr. Miller was not eligible for the subject examination as he did not demonstrate on his application that he held any positions, other than his provisional service in the subject title, where his duties met all four required management functions. On appeal, the appellant argues that his experience as a Finance Manager for Xerox met the requirements. However, his resume indicates that he supervised one support person in this position without any description related to this supervision and on appeal, the appellant does not make any argument that he directed the work of the organization or program through subordinate levels in this position. Therefore, his experience at Xerox is not applicable and the Commission need not decide if this experience met the other three management functions as applicants

were required to demonstrate experience in all four areas to establish eligibility for the subject examination. The appellant also argues that his experience as a Department Manager for State Street is applicable experience. However, being a business liaison for a database technology integration project is not performing the management function of setting program or organizational goals and objectives. Additionally, the appellant's experience creating demand deposit accounts which eliminated the need for vendors to wire separate payments of the same invoice is a change in process and is not establishing or planning an organizational change. Further, while the appellant states that he prepared and evaluated projected budgets, managed contracts, and updated financial reports, he has not clearly articulated how he set policies, emphasized priorities, and developed operating and procedural guidelines for the organization or program managed. Moreover, while the appellant indicates that he supervised ten employees at State Street, he did not show that he supervised supervisors.

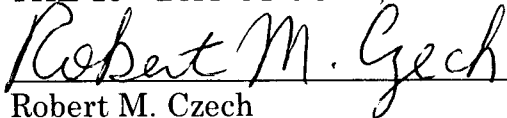
Therefore, there is no basis to disturb the decisions of Agency Services. Accordingly, the appellant has not met his burden of proof in this matter.

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



Robert M. Czech
Chairperson
Civil Service Commission

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and
Correspondence

Henry Maurer
Director
Division of Appeals
and Regulatory Affairs
Civil Service Commission
Written Record Appeals Unit
P.O. Box 312
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Attachment

c: John Miller
Paul Drayton
Kelly Glenn
Joseph Gambino



Job Announcements

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printable version

Symbol: C0866S

Title: BUSINESS MANAGER

Issue Date: 10/27/2014

Closing Date: 11/17/2014

Jurisdiction: BURLINGTON COUNTY

Salary: \$42,953.00 - \$69,172.00 Per Year

Num. of Positions: 1

Workweek: 40 Hours per week

Application Fee: \$25.00

OPEN TO RESIDENTS OF:

Burlington County

REQUIREMENTS:

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.

NOTE: Applicants who do not meet the above education requirement may substitute additional experience as described below 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 management experience which shall have involved all of the following management functions:

1. setting program or organizational goals and objectives;
2. establishing organizational structure or determining the need for and developing plans for organizational changes;
3. setting policy for the organization or program managed by establishing program emphasis and priorities, and developing operating and procedural guidelines; and
4. directing the work of the organization or program through subordinate levels of supervision.

NOTE: Graduation from an accredited college or university with a Master's degree in Human Services Administration, Business Administration, Public Administration, Industrial Management, Industrial Engineering, Management Science, or in a program related to the organization, operation, administration, and control of private or public organizations may be substituted for one year of the above experience. If you are substituting education for some of the required experience, please upload a copy of your transcript 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.

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.

Special Note: This announcement may be tested via the Management Test Battery, a computer-administered exam. For information regarding the Management Test Battery, please refer to our website www.state.nj.us/csc.

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.