



STATE OF NEW JERSEY

FINAL ADMINISTRATIVE  
ACTION OF THE  
CIVIL SERVICE COMMISSION

In the Matter of Joe Alvarez,  
Supervisor of Mails (PS6080K),  
Department of Children and Families

Examination Appeal

CSC Docket No. 2016-1647

ISSUED: **NOV 16 2016** (RE)

Joe Alvarez appeals the determination of the Division of Agency Services which found that he did not meet the experience requirements for the promotional examination for Supervisor of Mails (PS6080K), Department of Children and Families.

The subject examination announcement was issued with a closing date of May 21, 2015. The examination was open to employees in the competitive division who had an aggregate of one year of continuous permanent service as of the closing date and who were serving in the title Principal Mail Clerk OR to employees in the competitive division who had an aggregate of one year of continuous permanent service as of the closing date in any competitive title, and who met the open competitive requirements. These requirements included four years of experience in the operation of a large mailing section which shall have included two years of experience in a supervisory capacity with responsibility for the maintenance of records and accounts. The appellant was found to be below the minimum experience requirements. As no candidates were admitted, the examination was canceled on November 6, 2015.

On his application and resume, Mr. Alvarez listed experience in the following seven positions: provisional Supervisor of Mails; Principal Postal Clerk; Senior Repairer; Repairer; Motor Vehicle Operator 1; Inventories and Receiving Specialist; and Electronics Department Supervisor. He was credited with four months of experience in the first position, and with one year, ten months of general experience in the second position. He was supervising in that position, however, he did not

indicate responsibility for the maintenance of records and accounts. He indicated out-of-title work for the third through fifth positions. In sum, he was found to be lacking one year, eight months of supervisory experience with responsibility for maintenance of records and accounts.

On appeal, Mr. Alvarez states that, since June 2009, first as a Senior Repairer and, then as a Principal Postal Clerk and most recently as Supervisor of Mails, he has supervised either the afternoon or morning shift comprised of six couriers. He states that he assumed these responsibilities as a Senior Repairer when the agency was not able to backfill the previous supervisor's position. He explains that his duties since June 2009 to the present include: supervision of staff; maintaining fiscal records for certified mail accounts; controlling the issuance of state stamps for all cost codes and maintaining postage cost accounting control reports; maintaining and managing postage account records for postage machines; preparing purchase orders and requesting supplies; designing courier routes to maximize delivery efficiency; using electronic meters, machines and scales for postal supplies and correspondence; and coordinating and monitoring services between the mail room and State and Federal postal facilities.

In support, the Director of the Office of Facilities and Support Services states that he has supervised the appellant since October 2000 and confirms the duties Mr. Alvarez listed in his appeal letter while under his supervision. He states that Mr. Alvarez assumed shift supervision responsibilities as a Senior Repairer without compensation when a previous supervisor left unexpectedly, and believes that he should be credited for those years of service towards his eligibility for this examination. The appointing authority confirms out-of-title work.

*N.J.A.C.* 4A:4-2.6(a) provides that applicants shall meet all requirements specified in the promotional examination 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 may not use experience gained as a result of out-of-title work to satisfy eligibility requirements. *N.J.A.C.* 4A:4-2.1(g) states that the Civil Service Commission may request clarifying information from an applicant.

## CONCLUSION

Initially, the appellant was correctly deemed to be ineligible for the subject examination since he lacked the minimum requirements in experience. However, the appointing authority has indicated that Mr. Alvarez performed out-of-title duties for the amount of time he indicated. Additionally, even without the acceptance of out-of-title work, the appellant provided clarifying information regarding his experience, and under *N.J.A.C.* 4A:4-2.1(g), the Commission can accept clarifying information in eligibility appeals. Mr. Alvarez indicated that he was working in a supervisory capacity with responsibility for the maintenance of

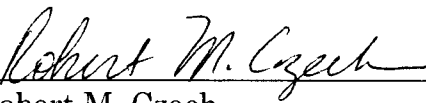
records and accounts for at least one year, ten months, while in his Principal Postal Clerk position. As such, Mr. Alvarez possesses the required two years of experience. The examination was not competitive, and based on the documentation submitted and under these circumstances, good cause exists to accept Mr. Alvarez' out-of-title work experience, and his clarifying information, to satisfy the requirements for the Supervisor of Mails examination.

ORDER

Therefore, it is ordered that this appeal be granted and the appellant's application be processed.

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 10<sup>th</sup> DAY OF NOVEMBER, 2016

  
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