



STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION  
OF THE  
CIVIL SERVICE COMMISSION

In the Matter of Debra Buchanan,  
Assistant Municipal Treasurer  
(PM1674T), Ringwood

Examination Appeal

CSC Docket No. 2016-2147

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

Debra Buchanan appeals the determination of the Division of Agency Services (Agency Services) that she was below the minimum requirements in experience for the promotional examination for Assistant Municipal Treasurer (PM1674T), Ringwood.

The examination at issue was announced with specific requirements that had to be met as of the September 21, 2015 closing date (see attached). The appellant was the only employee that applied for the examination which was cancelled due to a lack of qualified applicants.

On her application, Ms. Buchanan indicated that she was a Keyboarding Clerk 2 from December 2006 to the September 21, 2015 closing date. Personnel records indicate that she was provisionally serving in the subject title from June 2015 to the September 21, 2015 closing date, a Keyboarding Clerk 2 from May 2013 to June 2015, a Keyboarding Clerk 1 from March 2010 to May 2013, a Secretary from July 2008 to March 2010, and a Keyboarding Clerk 1 from December 2006 to July 2008. She also indicated that she possessed a Municipal Finance Officer Certificate; however, she did not provide proof with her application. Agency Services did not credit her with any applicable education or experience.

On appeal, Ms. Buchanan provides specific examples of the accounting duties that she performed for the appointing authority on a part-time basis between December 2006 to July 2008 and then on a full-time basis thereafter. Additionally, she provides specific examples of how she supervised staff performing accounting

duties starting in February 2012. She also submits her Municipal Finance Officer Certificate. Further, Scott Heck, Borough Manager, confirms that Ms. Buchanan performed out-of-title accounting duties for their Finance Department from the time she started working with him nine years ago due to retirements and other voids created when employees moved on to other positions.

### CONCLUSION

*N.J.A.C.* 4A:4-2.6(a) 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.

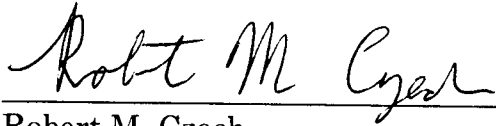
Initially, it is noted that Agency Services correctly determined that the appellant was not eligible for the subject examination. Any relevant experience the appellant gained as a Keyboarding Clerk 2 and 1 or Secretary would be out-of-title-work. However, Mr. Heck confirmed that she has been performing accounting duties for the past nine years as a Keyboarding Clerk 2 and 1 and Secretary for the past nine years due to business necessity which includes supervisory accounting duties starting in February 2012. Further, she provided proof she possesses a Municipal Finance Officer Certificate. Additionally, the examination was cancelled due to a lack of qualified applicants and the appellant continues to serve provisionally in the title under test. Accordingly, good cause exists to accept the appellant's out-of-title work experience since February 2012 and experience after the closing date, for eligibility purposes only, and to admit her to the examination.

### ORDER

Therefore, it is ordered that the appeal be granted, the cancellation of the examination be rescinded and Debra Buchanan'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 10<sup>th</sup> DAY OF NOVEMBER, 2016



Robert M. Czech  
Chairperson  
Civil Service Commission

Inquiries  
and  
Correspondence

Director  
Division of Appeals and Regulatory Affairs  
Civil Service Commission  
Written Record Appeals Unit  
P.O. Box 312  
Trenton, New Jersey 08625-0312

Attachment

c: Debra Buchanan  
Scott Heck  
Kelly Glenn  
Records Center

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



[Click here to file Online](#) Print  
**\$25.00 PROCESSING FEE REQUIRED**  
Make Check/Money Order Payable to NJCSC

SYMBOL: <b>PM1674T</b>	WEIGHT CODE: *
TITLE: <b>ASSISTANT MUNICIPAL TREASURER</b>	SALARY: <b>\$41,257.00 - \$63,472.00</b>
ISSUE DATE: <b>September 01, 2015</b>	CLOSING DATE: <b>September 21, 2015</b>
TITLE CODE: <b>00628@/ UXRRR7</b>	JURISDICTION CODE: <b>N16110002</b>
JURISDICTION: <b>RINGWOOD</b>	
DEPARTMENT: <b>FINANCE</b>	

Visit [www.state.nj.us/csc](http://www.state.nj.us/csc)  
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**Open 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 including or supplemented by twenty-one (21) semester hours of credit in professional accounting subjects. You must indicate the total number of college credits completed to date on your application. You must attach a copy of your transcript. (Foreign degrees/transcripts must be evaluated by a recognized evaluation service.) Failure to do so will result in rejection from the examination process.

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: 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 requirement. If you have the required certification, you must indicate this on your application; proof of the certification must be submitted with your application. Failure to do so will result in rejection from the examination process.

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 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 must be met as of the closing date, including assignment to jurisdiction/department, and satisfying the permanent status requirement.
2. **ONLY ON-LINE APPLICATIONS WILL BE ACCEPTED. 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