



STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION
OF THE
CIVIL SERVICE COMMISSION

In the Matter of Jennifer Campbell
and Beth Mancke, Administrative
Analyst 2, Accounting (PS1044U),
Department of the Treasury

Examination Appeals

CSC Docket Nos. 2016-1901 and
2016-1818

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

Jennifer Campbell and Beth Mancke appeal the determinations of the Division of Agency Services (Agency Services) that they did not meet the experience requirement for the promotional examination for Administrative Analyst 2, Accounting (PS1044U), Department of the Treasury. These appeals have been consolidated due to common issues presented.

The examination at issue was announced with specific requirements that had to be met as of the July 21, 2015 closing date (see attached). Seven employees applied for the examination that resulted in a list of four eligibles. Certification PS160026 was issued containing the names of the four eligibles and its disposition is due April 7, 2016. The list expires on December 23, 2018.

Ms. Campbell indicated on her application that she was an Administrative Analyst 2 from February 2007 to the July 21, 2015 closing date. Personnel records indicate that she was provisionally serving in the subject title¹ from September 2014 to the July 21, 2015 closing date, a State Budget Specialist 1 from May 2011 to September 2014, a State Budget Specialist Trainee from May 2010 to May 2011, a Budget Analyst 3 from February 2008 to May 2010, and a Budget Analyst Trainee from February 2007 to February 2008. Agency Services credited her with having met the education requirement and 11 months of experience based on her

¹ Effective November 11, 2015, the Administrative Analyst 2, Accounting title was changed to Administrative Analyst 3, Accounting.

provisional service in the subject title, but determined she lacked two years and one month of experience.

Ms. Manacke indicated on her application that she was a State Budget Specialist from September 2007 to the July 21, 2015 closing date. Personnel records indicate that she was a State Budget Specialist 1² from December 2008 to the July 21, 2015 closing date, a State Budget Specialist Trainee from June 2008 to December 2008, and a Program Analyst Trainee, Budget and Accounting from September 2007 to June 2008. Agency Services credited her with having met the education requirement, but determined that she lacked three years of experience.

On appeal, Ms. Campbell provides further details describing the accounting duties that she has performed since February 2007 including analyzing, monitoring, evaluating, and reconciling 114 State Trust Fund bank accounts, participating in daily wire transfers to and from State Trust and General Fund bank accounts, reconciling on a daily basis the State primary credit card transaction bank account, working with other State agencies and Auditors to facilitate that banking transactions are recognized and recorded using Generally Accepted Accounting Principles (GAAP) and other State accounting guidelines, preparing, evaluating, and reviewing revenue accounting, banking and consolidation statements, reconciling and facilitating the EFT-Direct Deposit return through Centralized Payroll, maintaining the data and status of the State's bank listing and contacts, and appraising the adequacy and effectiveness of accounting software programs.

Ms. Mancke presents that she has been reconciling State Bank Accounts for eight years and regularly maintains large scale accounting systems to verify and audit bank statements to the accounting ledger through the use of the NJCFS, TN3270 and Oracle systems. On a daily basis, she states that she uses accounting and auditing knowledge to approve wire transfers. Additionally, she indicates that she uses software programs to verify that replacement check information is correct. Further, the appellant provides that she processes Cash Receipts and Journal Voucher documents by verifying accounting information through the NJCFS system.

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.

² Effective November 20, 2010, the title State Budget Specialist 4 changed to State Budget Specialist 1.

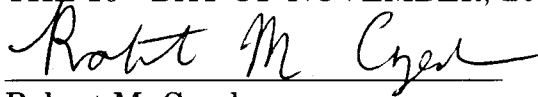
Agency Services determined that if the appellants were performing the required duties, these duties would be out-of-title as State Budget Specialist 1s. However, the non-competitive title of State Budget Specialist 1 is related to the subject title, and this examination was specifically open to employees serving in the title of State Budget Specialist 1. In this regard, any experience gained in non-competitive titles deemed by Agency Services to be related to a competitive title should be accepted as qualifying and would not be considered out-of-title work for eligibility purposes if the applicant indicates the required experience on his or her promotional application. *See In the Matter of Marie Louis-McQueen* (CSC, decided February 4, 2015). This rationale is consistent with the dual purpose of the Civil Service system to ensure efficient public service for State and local governments and to provide appointment and advancement opportunities to Civil Service employees based on their merit and abilities. These interests are best served when more, rather than fewer, individuals are presented with employment opportunities. *See Communications Workers of America v. New Jersey Department of Personnel*, 154 N.J. 121 (1998). In these matters, a review of the appellants' employment applications and personnel records warrants their admission to the subject examination as Ms. Campbell was performing the required duties as a State Budget Specialist 1 and as a provisional in the subject title for over five years and Ms. Manacke was performing the required duties as a State Budget Specialist 1 for over six years.

ORDER

Therefore, it is ordered that these appeals be granted and Jennifer Campbell's and Beth Mancke's applications be processed for current employment opportunities.

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 10th 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: Jennifer Campbell
Beth Mancke
Douglas Ianni
Kelly Glenn
Records Center**

NEW JERSEY CIVIL SERVICE COMMISSION-STATE SERVICE
PROMOTIONAL ANNOUNCEMENT

Click here to file Online Print
\$25.00 PROCESSING FEE REQUIRED
 Make Check/Money Order Payable to NJCSC

SYMBOL: PS1044U

WEIGHT CODE: *

TITLE: ADMINISTRATIVE ANALYST 2 ACCOUNTING

SALARY: \$64,677.00 - \$92,012.00

ISSUE DATE: July 01, 2015

CLOSING DATE: July 21, 2015

TITLE CODE: 50075C/SXRXR7

CLASS CODE: 26

DEPARTMENT: TYA/TREASURY

APPLICATION
DEADLINE: July 24, 2015

UNIT SCOPE: U144 OMB/Financial Reporting

Visit www.state.nj.us/csc
 And select "Job Announcements"
 to view this announcement and to file an application

Open to employees in the competitive division who are currently serving in a title to which the announcement is open and have completed their working test period as of the closing date in the following title(s) and who meet the education requirement only listed below:

Accountant 1
 Accountant 2
 Accountant 3
 Management Assistant

Or to employees in the non-competitive division who are currently serving in a title to which the announcement is open, have completed their working test period as of the closing date in the following title(s) and meet the requirements listed below:

State Budget Specialist 1

Education: Graduation from an accredited college or university with a Bachelor's degree including or supplemented by 21 credit hours in accounting. You must indicate either possession of a degree or total number of college credits completed to date on your application. Applicants must provide proof of the specific credit requirement. You must attach a copy of your transcript to your application. (Foreign transcripts must be evaluated by a recognized evaluation service.) Failure to do so will result in rejection from the examination process.

Possession of a valid Certificate as a Certified Public Accountant issued by the New Jersey State Board of Certified Public Accountants may be substituted for the Bachelor's degree with the 21 credit hours in accounting. If you are using this certificate to substitute for the education requirement, you must attach a copy to your application. Failure to do so will result in rejection from the examination process.

Experience: Three (3) years of a variety of experience involving the auditing or the installation, operation and maintenance of large-scale accounting systems.

Applicants who possess the 21 credit hours in accounting but do not possess a Bachelor's degree may substitute additional experience as indicated on a year for year basis (30 credit hours is considered equal to one year of college).

A Master's degree in public administration, business administration, economics, finance, or accounting may be substituted for one (1) year of experience as indicated above. 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.

NOTE: All requirements must be met as of the above closing date, however applications will be accepted up to and including July 24, 2015.

SPECIAL NOTE: IF YOU FILED AN APPLICATION FOR THIS ANNOUNCEMENT DURING THE ORIGINAL POSTING PERIOD YOU DO NOT HAVE TO FILE AGAIN.

Amended 7/22/15

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 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

