



STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION  
OF THE  
CIVIL SERVICE COMMISSION

In the Matter of Debbi Daigle,  
Supervisor of Accounts (PC2225T),  
Cumberland County Board of Social  
Services

Examination Appeal

CSC Docket No. 2016-3407

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

Debbi Daigle 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 Supervisor of Accounts (PC2225T), Cumberland County Board of Social Services.

The examination at issue was announced with specific requirements that had to be met as of the October 21, 2015 closing date (see attached). A total of three employees applied for the examination and all were deemed ineligible. Therefore, the examination was cancelled due to a lack of qualified applicants.

On her application, Ms. Daigle indicated that she was provisionally serving in the subject title from October 1988 to the October 21, 2015 closing date. Personnel records indicate that she was provisionally serving in the subject title from July 2015 to the October 21, 2015 closing date, a Clerk 4 from October 1999 to July 2015, a Clerk 3 from October 1993 to October 1999, a Clerk 2 from January 1991 to October 1993, and a Clerk 1 from October 1988 to January 1991. Agency Services credited her with four months of experience based on her provisional service in the subject title, but determined that she lacked four years and eight months of experience.

On appeal, Ms. Daigle states that she supervised five of the appointing authority's eight accounts since 1999 and then she supervised three more accounts starting November 2014. She also submits a letter from Cheryl Golden, Director,

who confirms that, since she was appointed in October 1999 as a Clerk 4, she supervised five different fiscal accounts, including the appointing authority's largest account, as well as clerical staff.

### 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.

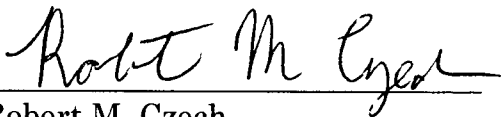
Initially, it is noted that Agency Services correctly determined that the appellant was not eligible for the subject examination. The appellant was credited with four months of experience based on her provisional service in the subject title, but she lacked four years and eight months of the required experience needed to establish eligibility. Any relevant experience the appellant gained as a Clerk 4 would be out-of-title-work. However, Ms. Golden confirmed that she has been performing the required out-of-title duties as a Clerk 4 since October 1999. 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, for eligibility purposes only, and to admit her to the examination.

### ORDER

Therefore, it is ordered that this appeal be granted, the cancellation of the examination be rescinded and Debbi Daigle'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:     Debbi Daigle  
       Cheryl Golden  
       Kelly Glenn  
       Joseph Gambino

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: PC2225T	WEIGHT CODE: *
TITLE: SUPERVISOR OF ACCOUNTS	SALARY: \$51,166.00 - \$74,259.00
ISSUE DATE: October 01, 2015	CLOSING DATE: October 21, 2015
TITLE CODE: 03969/ VXRFR0	JURISDICTION CODE: C06000300
JURISDICTION: CUMBERLAND COUNTY	
DEPARTMENT: BOARD OF SOCIAL SERVICE	

Visit [www.state.nj.us/csc](http://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 have an aggregate of one year of continuous permanent service as of the closing date and are currently serving in the following title(s):

Assistant Supervisor of Accounts 00755

Or 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:

Experience: Five (5) years of experience involving the operation and maintenance of a system of accounts.

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