



STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION OF THE CIVIL SERVICE COMMISSION

In the Matter of Vid Dikert, Administrative Analyst 4, Information Systems (PS2092U), Department of Treasury

Examination Appeal

CSC Docket No. 2016-3909

ISSUED: NOV 16 2016 (SLK)

Vid Dikert appeals the determination of the Division of Agency Services (Agency Services) that he was below the minimum requirements in experience for the promotional examination for Administrative Analyst 4, Information Systems (PS2092U), Department of Treasury.

The examination at issue was announced with specific requirements that had to be met as of the January 21, 2016 closing date (see attached). A total of three employees applied for the examination and one was deemed ineligible. The test was administered on June 14, 2016.

On his application, Mr. Dikert indicated that he was provisionally serving in the subject title from August 2015 to the January 21, 2016 closing date, a Technical Support Specialist 1 from June 2000 to August 2015, a Consultant from 1988 to 1999, and a General Manager for Egghead Software from 1988 to 1998. He did not indicate that he possessed a Bachelor's degree. Personnel records indicate that he was provisionally serving in the subject title from October 2015 to the January 21, 2016 closing date, a Technical Support Specialist 1 from June 2001 to October 2015, and a Data Processing Programmer 3 from January 2000 to June 2001. Agency Services credited him with six months of experience based on his provisional service in the subject title, but, per the substitution clause for education, determined that he lacked seven years and six months of experience.

On appeal, Mr. Dikert presents that he has been performing his current duties since 2006 and he asserts that this provides him with nine years of experience as of the closing date. He represents that he supervises five employees while managing and supporting all levels of the Siebel Customer Relationship Management software system from its initial development and testing to its deployment into a production system. Additionally, as directed by the appointing authority, his supervisor, Michael Weik, Senior Executive Service, confirms that the appellant has been performing the required out-of-title duties since January 2006 when he was brought in to implement the Siebel system because there was a promotional freeze which prevented his unit from promoting him to the appropriate title.

### 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.

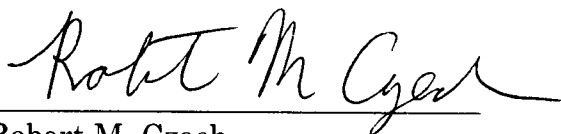
Initially, it is noted that Agency Services correctly determined that the appellant was not eligible for the subject examination. The appellant was credited with six months of experience based on his provisional service in the subject title, but, per the substitution clause for education, he lacked seven years and six months of applicable experience to establish eligibility. Any relevant experience the appellant gained as a Technical Support Specialist 1 would be out-of-title-work. However, Mr. Weik confirmed that the appellant has been performing the required duties as a Technical Support Specialist 1 since January 2006. Moreover, the list is incomplete as it only contains the name of the one eligible and the appellant continues to serve provisionally in the title under test. Therefore, under these circumstances, good cause exists to relax the provisions of *N.J.A.C.* 4A:4-2.6(a) and accept Mr. Dikert's provisional experience in the subject title after the closing date, as well as his out-of-title work experience while serving as a Technical Support Specialist 1, for eligibility purposes only, and admit him to the subject examination.

### ORDER

Therefore, it is ordered that the appeal be granted, and Vid Dikert'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: Vid Dikert  
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: PS2092U

WEIGHT CODE: \*

TITLE: ADMINISTRATIVE ANALYST 4 INFORMATION SYSTEMS

SALARY: \$74,252.00 - \$105,891.00

ISSUE DATE: January 01, 2016

CLOSING DATE: January 21, 2016

TITLE CODE: 50076G/APRXR9

CLASS CODE: 29

DEPARTMENT: TYA/TREASURY

UNIT SCOPE: U482 Pensions &amp; Benefits/Office of Management Information Systems

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 are currently serving in a title to which the announcement is open and have an aggregate of one year of continuous permanent service as of the closing date in the following title(s):

## Administrative Analyst 3 Information Systems

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:

Education: Graduation from an accredited college or university with a Bachelor's degree. You must indicate either possession of a degree or total number of college credits completed to date 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.

Note: Applicants who do not possess the required education may substitute additional experience as indicated on a year for year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

Experience: Four (4) years of experience in work involving the review, analysis and evaluation of the administrative, business, and/or operational policies, procedures, practices, and processes and/or the technological requirements of an organization for the purpose of revising/enhancing existing information systems and/or developing/acquiring and implementing new IT solutions and services.

Note: A Master's degree in Public Administration, Business Administration, Computer Science, Information Technology, Software Engineering, Information Security, Network Administration, or Database Management from an accredited college or university may be substituted for one (1) year of the indicated experience. 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: This announcement may be tested via the Supervisory Test Battery, a computer-administered exam. For information regarding the Supervisory Test Battery, please refer to our website <http://www.state.nj.us/csc/seekers/about/steps/step7.html>.

## 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. 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- 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](mailto: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