



STATE OF NEW JERSEY

In the Matter of Jason Gaskill,
Permit Coordination Officer 2,
Environmental Protection
(PS1867G), Department of
Environmental Protection

FINAL ADMINISTRATIVE
ACTION
OF THE
CIVIL SERVICE COMMISSION

CSC Docket No. 2016-3844

Examination Appeal

ISSUED: NOV 15 2016 (JET)

Jason Gaskill appeals the determination of the Division of Agency Services (Agency Services) that he did not meet the experience requirement for the promotional examination for Permit Coordination Officer 2, Environmental Protection (PS1867G), Department of Environmental Protection.

The promotional examination was announced with specific requirements which had to be satisfied by the December 21, 2015 closing date (see attached). One certification (PS160826) was issued containing one name and that eligible was appointed.

On his application, the appellant did not indicate that he possessed a Bachelor's degree. As such, he was required to possess seven years of experience pursuant to the substitution clause of experience for education. The appellant listed on the application that he served as a provisional Permit Coordination Officer 2, Environmental Protection, from January 2015 to the December 21, 2015 closing date of the application, and as an Agency Services Representative 3 from February 2010 to January 2015. The appellant also listed that he served as a Senior Clerk from November 2002 to January 2010, and as a Clerk from December 2000 to October 2002. Agency Services credited the appellant with five years and eleven months of applicable experience for his provisional work in the subject title and as an Agency Services Representative 3, but it could not credit him with any other applicable experience. Accordingly, Agency Services determined that the appellant lacked one year and one month of applicable experience.

On appeal, the appellant maintains that he meets the experience requirement for the subject examination. In support, the appellant submits a letter from Robin Liebeskind, Director, Division of Human Resources, Department of Environmental Protection, who states that he has been performing duties of a Permit Coordination Officer 2, Environmental Protection, since 2007. She adds that the appellant's duties include, among other things, reviewing land use regulation permits and assisting applicants with permit procedures and requirements.

Official personnel records indicate that the appellant continues to serve provisionally in the subject title.

CONCLUSION

N.J.A.C. 4A:4-2.6(a)2 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, Agency Services correctly determined that the appellant was not eligible for the subject examination. Primarily performing the required duties to establish eligibility for the subject examination would be considered out-of-title work for incumbents in the Senior Clerk title. However, the Director of the Division Human Resources, Department of Environmental Protection, has verified that the appellant has been performing the required duties of the subject title since 2007. Further, the appellant continues to serve provisionally in the subject title, and there was only one other applicant for the examination. Under these circumstances, good cause exists to accept the appellant's out-of-title work experience for eligibility purposes only, and admit him to the examination.

ORDER

Therefore, it is ordered that this appeal be granted, and the appellant'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 10th DAY OF NOVEMBER, 2016



Robert M. Czech
Chairperson
Civil Service Commission

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and
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c: Jason Gaskill
Robin Liebeskind
Kelly Glenn

NEW JERSEY CIVIL SERVICE COMMISSION-STATE SERVICE
PROMOTIONAL ANNOUNCEMENT



\$25.00 PROCESSING FEE REQUIRED
Make Check/Money Order Payable to NJCSC

SYMBOL: PS1867G	WEIGHT CODE: *
TITLE: PERMIT COORDINATION OFFICER 2 ENVIRONMENTAL PROTECTION	SALARY: \$56,408.00 - \$80,019.00
ISSUE DATE: December 01, 2015	CLOSING DATE: December 21, 2015
TITLE CODE: 65363C/XWRXR2	CLASS CODE: 23
DEPARTMENT: EPA/ENVIRONMENTAL PROTECTION	
UNIT SCOPE: G797 Division of Land Use Regulation	

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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 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.

Applicants who do not possess the required education may substitute, in addition to the required experience indicated below, applicable experience on a year for year basis, with thirty (30) semester hour credits being equal to one (1) year of experience.

Experience: Three (3) years of experience in providing assistance and information to the public in the completion, receipt and review of permit applications.

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

- 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.
- 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.
- 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.
- 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.**
- 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.**
- 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.**
- 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