



STATE OF NEW JERSEY

In the Matter of Eliset Lucena,
Administrative Analyst (PM1850T),
Vineland

FINAL ADMINISTRATIVE
ACTION
OF THE
CIVIL SERVICE COMMISSION

CSC Docket No. 2016-2588

Examination Appeal

ISSUED: **NOV 15 2016** (JET)

Eliset Lucena appeals the determination of the Division of Agency Services (Agency Services) that she did not meet the experience requirement for the promotional examination for Administrative Analyst (PM1850T), Vineland.

The promotional examination was announced with specific requirements which had to be satisfied by the October 21, 2015 closing date (see attached). The examination was cancelled on January 28, 2016 as the only applicant, the appellant, was found ineligible for the examination.

On her application, the appellant indicated that she served as a provisional Administrative Analyst from July 2015 to the closing date, October 21, 2015. Official personnel records indicate that the appellant served provisionally in the subject title from January 2015 to the closing date. Agency Services credited the appellant with 10 months of applicable experience for that work. The appellant also indicated that she served as a Senior Public Information Assistant from May 2011 to July 2015, as an Assistant Administrative Analyst April 2009 to May 2011, and as a Secretarial Assistant from June 2001 to April 2009. She also indicated that she served as a Senior Clerk Transcriber from October 1995 to June 2001, as a Clerk Transcriber from April 1992 to October 1995, as an Account Clerk Typing from August 1990 to April 1992, and as an Account Clerk from November 1986 to August 1990. Agency Services did not find any of her other experience applicable. The appellant did not indicate that she possessed a Bachelor's degree, but possessed 14 college credits. As such, she required four years and six months of applicable

experience pursuant to the substitution clause of education for experience. Accordingly, Agency Services determined that the appellant lacked three years and eight months of applicable experience.

On appeal, the appellant maintains that she meets the experience requirement for the subject examination. In support, the appellant submits a letter from Joseph A. Isabella, Director of Vineland Municipal Utilities, who states that the appellant has been performing the duties of an Administrative Analyst since 2009. Specifically, Isabella confirms, among other things, that the appellant's duties include providing recommendations and input to management, attending monthly management staff meetings, and reviewing utility rules and regulations. Further, Isabella avers that the appellant's duties include implementing billing software, creating proposals, reviewing bidder responses, organizing vendor presentations, and testing software. She also is responsible for implementing an online payment service for municipal utilities. Moreover, Isabella contends that she is responsible for maintaining public relations and press releases, managing the utility website, preparing ordinances, and assisting with the budget.

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.

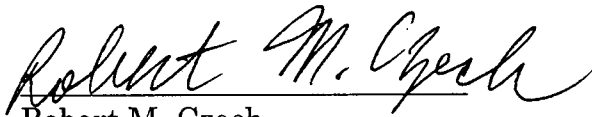
Initially, Agency Services correctly determined that the appellant was not eligible for the subject examination. Primarily performing the required duties to establish eligibility for the subject examination would be considered out-of-title work for incumbents in the Senior Public Information Assistant title. However, the Director of Vineland Municipal Utilities has verified that the appellant has been performing the required duties of the subject title since 2009. Further, the appellant continues to serve as a provisional Administrative Analyst and the examination was cancelled due to lack of applicants. Under these circumstances, good cause exists to accept the appellant's out-of-title work experience for eligibility purposes only, and admit her to the examination.

ORDER

Therefore, it is ordered that this appeal be granted, the cancellation of the examination be rescinded 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



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Civil Service Commission

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and
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c: Eliset Lucena
Joseph A. Isabella
Kelly Glenn

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



\$25.00 PROCESSING FEE RE
 Make Check/Money Order Payable t

SYMBOL: **PM1850T**

WEIGHT CODE: *

TITLE: **ADMINISTRATIVE ANALYST**

SALARY: **\$56,768.00 - \$73,971**

ISSUE DATE: **October 01, 2015**

CLOSING DATE: **October 21, 2015**

TITLE CODE: **00010/ VPRFR7**

JURISDICTION CODE: **C06140013**

JURISDICTION: **VINELAND**

DEPARTMENT: **MUNICIPAL UTILITIES**

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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 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 additional experience as indicated on a year for year basis with (30) semester hour credits being equal to one (1) year of experience.

Experience: One (1) year of experience in analyzing, evaluating, and providing advice to management on such matters as work methods and procedures, communications, budgeting, organizational structure, manpower utilization, distribution of work assignments, delegation of authority, policy development, records management, or similar areas.

Note: Possession of Master's degree from an accredited college or university in Business Administration, Public Administration, International Management, Industrial Engineering, Industrial Psychology, Political Science, or Government may be substituted for the above 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.

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 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 that 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 Department of Military and Veterans Affairs (DMVA) (as defined by N.J.S.A. 11A:5-1 et seq.), or your claim is approved by DMVA 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 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.**