



STATE OF NEW JERSEY

FINAL ADMINISTRATIVE  
ACTION OF THE  
CIVIL SERVICE COMMISSION

In the Matter of William Mercantini,  
Administrative Analyst 4 Fiscal  
Management (PS2051P), Department  
of Law and Public Safety

Examination Appeal

CSC Docket No. 2016-4003

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

William Mercantini appeals the determination of the Division of Agency Services which found that he did not meet the experience requirements for the promotional examination for Administrative Analyst 4 Fiscal Management (PS2051P), Department of Law and Public Safety.

The subject examination announcement was issued with a closing date of January 21, 2016. The examination was open to employees in the competitive division who had an aggregate of one year of continuous permanent service as of the closing date and who were serving in the title Administrative Analyst 3 Fiscal Management, OR to employees in the competitive division who had an aggregate of one year of continuous permanent service as of the closing date and who met the open competitive requirements. These requirements included graduation from an accredited college or university with a Bachelor's degree, including or supplemented by 21 semester hour credits in any combination of Accounting, Business Administration, Economics or Finance courses, *and* four years of experience in work involving fiscal analysis and evaluation, budgeting and management operations in government, business and/or a management consulting firm. Possession of a Master's degree in one of the areas listed above could be substituted for one year of the work experience. A Doctorate degree in one of the areas listed above could be substituted for two years of experience. Applicants who did not possess the required Bachelor's degree, but who possessed the required 21 credit hours could substitute additional experience on a year for year basis, with 30 credits being equal to one year of experience. The appellant was found to be below the minimum

requirements in experience. As no candidates were admitted, the examination was canceled on May 20, 2016.

It is noted that Mr. Mercantini possesses the required Bachelor's degree. As his Master's degree in Management and Leadership was not in a listed area, he was required to possess four years of applicable experience. On his application and resume he listed experience in seven positions, and he was credited with one year, two month of experience in his provisional position. Thus, he was found to be lacking two years, ten months of experience as of the January 2016 closing date.

On appeal, Mr. Mercantini states that, from September 2002 to December 2014, while in the title Supervisor Regional Food Service Operation, his work involved fiscal analysis and evaluation, budgeting and management operations. He also provided some duties of other prior-held positions. In support of the appeal, the appointing authority has indicated that the appellant performed fiscal analysis and evaluation, budgeting and management operations at the NJ Training School for Boys and for the Juvenile Justice Commission Medium Secure Facility in Bordentown from September 2002 to December 2014. She states that he developed the annual institution budget, and monitored a budget in excess of 2.2 million dollars. He purchased products, ensured compliance with fiscal electronic systems, and managed grant funds.

*N.J.A.C. 4A:4-2.6(a)* provides that applicants shall meet all requirements specified in the promotional examination 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 may not use experience gained as a result of out-of-title work to satisfy eligibility requirements.

## CONCLUSION

Initially, the appellant was correctly deemed to be ineligible for the subject examination since he lacked the minimum requirements in experience as out-of-title work is not accepted for promotional examinations. However, the appointing authority has indicated that Mr. Mercantini performed out-of-title duties for at least an additional two years, ten months while in the title Supervisor Regional Food Service Operation. With the acceptance of this out-of-title work, Mr. Mercantini possesses the required four years of experience. The examination was not competitive, and based on the documentation submitted and under these circumstances, good cause exists to accept Mr. Mercantini's out-of-title work experience to satisfy the requirements for the Administrative Analyst 4 Fiscal Management examination.

ORDER

Therefore, it is ordered that this appeal be granted and the appellant's application be processed.

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



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