



STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION
OF THE
CIVIL SERVICE COMMISSION

In the Matter of Abby Molnar,
Administrative Analyst 4 (PS6074K),
Department of Human Services

Examination Appeal

CSC Docket No. 2016-957

ISSUED: **NOV 1 6 2018** (HS)

Abby Molnar appeals the determination of the Division of Agency Services (Agency Services), which found that she did not meet the experience requirement for the promotional examination for Administrative Analyst 4 (PS6074K), Department of Human Services.

The subject examination was announced with a closing date of April 21, 2015 and was open to employees in the Division of Medical Assistance and Health Services (DMAHS) who possessed a Bachelor's degree and one year of experience involving the review, analysis and evaluation of budget, organization, administrative practices, operational methods, management operations or data processing applications, or any combination thereof, which shall have included responsibility for recommendation, planning and/or implementation of improvements in a business or government agency. Applicants who did not possess the required education could substitute additional experience as indicated on a year for year basis with 30 semester hour credits being equal to one year of experience. The eligible list of two names promulgated on November 5, 2015 and expires on November 4, 2018. A certification containing the names of both eligibles was issued on November 5, 2015. In disposing of that certification, the appointing authority appointed the first ranked eligible, effective November 25, 2015, and removed the second ranked eligible from the eligible list.

On her application, the appellant indicated that she earned a Bachelor of Science degree and listed her experience as a provisional Administrative Analyst 4 from July 2014 to the closing date; as a Senior Medical Claims Review Clerk from

January 2011 to July 2014; and as a Senior Clerk Typist from October 2007 to December 2010. All of the foregoing positions were with the DMAHS. The appellant was credited with 10 months of experience based on her provisional service in the subject title. However, none of the remaining positions listed on the appellant's application was determined to be applicable. Thus, Agency Services determined the appellant lacked two months of experience.

On appeal, the appellant argues that she performed applicable out-of-title duties from January 2013 until her provisional appointment to the subject title in July 2014. In support, the Chief Financial Officer of the DMAHS and the appellant's former and current supervisors concur that the appellant performed the duties of the subject title during that timeframe. They indicate that the appellant reviewed, compiled and verified data in many capacities, including authentication of weekly Financial Activity Forms, performing analytical studies for providers for claims processing and payments, and conducting ad hoc reports; assisted with the planning and development of proper data analyses when presented with issues; made recommendations, as a data miner, regarding the proper data components and fields of focus for analyses; developed a data extraction process to aid in the investigation of federal audit findings to assess their accuracy and follow through with proper protocol for recouping erroneously paid funds; compiled and analyzed all out-of-State claims pricing and identified internal pricing programs' glitches, defects and anomalies to management for review and correction; aided in the identification of operating system or program issues and deficiencies and provided valuable suggestions, which occasionally had regulatory, policy or fiscal intermediary systems implications, for solutions to such problems; and identified inadequacies in the operating systems used by the office and aided in improving their effectiveness.

Agency records indicate that the appellant continues to serve provisionally in the subject title.¹

CONCLUSION

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.

Initially, Agency Services correctly determined that the appellant was ineligible for the subject examination because she lacked the requisite amount of creditable experience as of the April 21, 2015 closing date. On appeal, the appellant

¹ It is noted that the name of the subject title was changed to Administrative Analyst 1, effective November 14, 2015, in accordance with the renumbering of the Administrative Analyst title series.

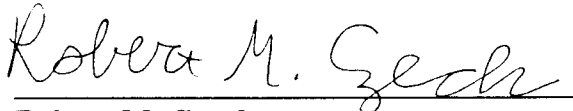
claims that she performed applicable duties while serving in the title of Senior Medical Claims Review Clerk from January 2013 until her provisional appointment to the subject title in July 2014. Although the appellant's performance of applicable duties during that timeframe would be considered out-of-title work, the appellant's superiors support her claim and provide a detailed description of the applicable duties performed. This represents approximately one year and six months of additional experience. Moreover, the record evidences that the examination situation is not competitive since there are no active eligibles on the eligible list, and therefore, no third parties are adversely impacted. Further, the appellant continues to serve provisionally in the subject title. As such, good cause exists in this particular case 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 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 10TH DAY OF NOVEMBER, 2016



Robert M. Czech
Chairperson
Civil Service Commission

Inquiries
and
Correspondence

Director
Division of Appeals and Regulatory Affairs
Written Record Appeals Unit
Civil Service Commission
P.O. Box 312
Trenton, New Jersey 08625-0312

c. Abby Molnar
Christina Mongon
Kelly Glenn
Records Center

