



STATE OF NEW JERSEY

In the Matter of Ruth Parsons,
Technical Assistant 2, Purchasing
(PS1590I), Department of Corrections

FINAL ADMINISTRATIVE ACTION
OF THE
CIVIL SERVICE COMMISSION

CSC Docket No. 2016-3159

Examination Appeal

NOV 10 2016

ISSUED:

(WR)

Ruth Parsons appeals the determination of the Division of Agency Services (Agency Services) which found that she was below the minimum requirements in experience for the promotional examination for Technical Assistant 2, Purchasing (PS1590I), Department of Corrections.

The subject examination was announced with a closing date of October 1, 2015 and was open to applicants who possessed 60 college credits and one year of para-professional or technical support experience in procurement/purchasing. Applicants who did not possess the required education could substitute additional experience on a year for year basis. The record indicates that the examination was cancelled as both applicants were found ineligible.

On her application, the appellant indicated that she had "some" post-secondary education, but did not indicate the amount of credits she had earned. Therefore, pursuant to the substitution clause, she needed to possess three years of the indicated experience. She also indicated that she had served in the subject title from January 2014 through the closing date; as a Senior Clerk Typist from May 2013 to January 2014; as a Supervisor of Accounts from February 2012 to May 2013, as a Senior Clerk Typist from June 2005 to February 2012; as a Clerk Typist from April 2003 to June 2005, as an Owner/Manager from January 1998 to November 2002, and as a Manager from August 1995 to January 1998. Agency Services credited her with one year and 10 months of experience based on her provisional service in the subject title. In particular, it determined that her experience as a Senior Clerk Typist, Supervisor of Accounts and Clerk Typist, while relevant, constituted out-of-title work.

On appeal, the appellant concedes that she does not possess any college credits. However, she contends that the duties she performed as a Senior Clerk Typist, Supervisor of Accounts and Clerk Typist, while out-of-title, nevertheless satisfy the experience requirement. In support of her appeal, the appellant submits a letter from her supervisor, Ronald Constantine, a Business Manager at Bayside State Prison, who verifies that the appellant performed relevant duties as a Senior Clerk Typist and Clerk Typist. The appellant also submits numerous documents, such as Performance Assessment Reviews (PARs) and Performance Evaluation System (PES) related to her work as a Senior Clerk Typist, Supervisor of Accounts and Clerk Typist which she contends demonstrates that she performed relevant out-of-title work. Of note, her PES and PARs for her position as a Senior Clerk Typist and Supervisor of Accounts indicate that she processed purchase orders and typed agency requests for bid proposals.

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 eligibility requirements or for credit in the examination process.

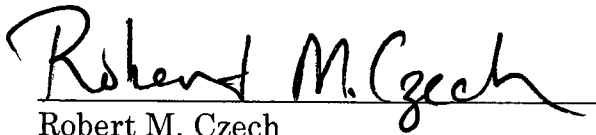
Agency Services determined that, per the substitution clause, the appellant lacked one year and two months of the aforementioned experience needed for the subject examination. However, the appellant indicated on appeal that she performed relevant duties as a Senior Clerk Typist and Clerk Typist. Accepting her PARs and PES and supervisor's verification that the appellant performed the appropriate duties as of the closing date for the subject promotional examination, the appellant possessed, per the substitution clause, the required three years of applicable experience. However, all but one year and 10 months of the appellant's experience she accumulated before her provisional appointment in the subject title constitutes out-of-title work. In this case, the appellant submits her PARs and PES which, in relevant part, provide a detailed description of the applicable out-of-title experience gained while she was employed as a Senior Clerk Typist and Supervisor of Accounts. Additionally, the subject examination was cancelled, as the only other applicant was found ineligible. Moreover, the appellant continues to serve provisionally in the subject title. Accordingly, good cause exists to accept the appellant's out-of-title work experience and admit her to the examination.

ORDER

Therefore, it is ordered that this appeal be granted and Ruth Parsons'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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