



STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION  
OF THE  
CIVIL SERVICE COMMISSION

In the Matter of Elizabeth Pisapia,  
Administrative Analyst 1  
Management Auditor (PS6474K),  
Department of Children and Families

Examination Appeal

CSC Docket No. 2016-2998

ISSUED: **NOV 1 2016** (HS)

Elizabeth Pisapia appeals the determination of the Division of Agency Services (Agency Services), which found that she did not meet the education requirement for the promotional examination for Administrative Analyst 1 Management Auditor<sup>1</sup> (PS6474K), Department of Children and Families (DCF).

The subject examination was announced with a closing date of September 21, 2015 and was open, in part, to employees who possessed a Bachelor's degree including or supplemented by 21 semester hour credits in accounting and four years of experience in accounting or auditing work involving fiscal analysis and evaluation and the review of budgets and management operations for a large government agency or private business. Applicants who did not possess the Bachelor's degree but did possess the 21 semester hour credits in accounting could substitute the remaining education with experience as indicated on a year-for-year basis. A Master's degree in Finance, Business Administration, Public Administration, Accounting or a related field could be substituted for one year of the required experience. It is noted that the appellant was one of four applicants for the subject promotional examination, which was cancelled as all applicants were deemed ineligible.

On her application, the appellant listed her experience, in pertinent part, as a provisional Administrative Analyst 1 Management Auditor with DCF from July

<sup>1</sup> The title was changed to Administrative Analyst 4 Management Auditor, effective November 14, 2015.

2015 to the closing date; as an Auditor 1 with DCF from October 2012 to July 2015; as an Auditor 2/Auditor 3 with the Department of Community Affairs (DCA) from January 2011 to October 2012; and as an Auditor 3 with DCA from April 2001 to January 2011. The appellant was credited with sufficient experience. The appellant also indicated that she possessed a Bachelor's degree. However, Agency Services' review of the appellant's undergraduate transcript revealed that Financial Accounting, Managerial Accounting and Federal Tax: Individuals were her only accounting courses. As these courses totaled 12 credits, Agency Services determined the appellant lacked nine accounting credits.

On appeal, the appellant contends that the following undergraduate courses she completed satisfy the accounting credits requirement: Introduction to Financial Management; Budgeting; Financial Management II; Investments; Principles of Insurance and Risk; Quantitative Business Methods; Organizational Behavior; Business Law I; Business Law II; Legal, Social and Ethical Environment of Business; Business Policy and Strategies; Money and Banking; and International Business Finance. The appellant submits descriptions for these courses in support. She also argues that she should be admitted to the subject examination based on her service in Auditor titles and her continuing experience as a provisional Administrative Analyst 1 Management Auditor, among other reasons. Both the appointing authority and the appellant's manager support her appeal. The appellant's manager indicates that the appellant's credentials, work experience and ability to facilitate the various audit requirements of the subject position have been integral to the unit's accomplishments.

Agency records confirm that the appellant served in Auditor titles from April 2, 2001 to July 10, 2015. Agency records further confirm that the appellant was provisionally appointed to the subject title on July 11, 2015 and that she continues to serve in that capacity.

### 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:1-1.2(c) provides that the Civil Service Commission may relax a rule for good cause in a particular circumstance in order to effectuate the purposes of Title 11A, New Jersey Statutes.

Initially, Agency Services correctly determined that the appellant was ineligible for the subject examination because she lacked the requisite number of accounting credits as of the September 21, 2015 closing date. The appellant's claim that the various courses identified on appeal satisfy the accounting credits requirement is unpersuasive upon review of the course descriptions provided. In this regard, those courses focused on such areas as finance, quantitative business

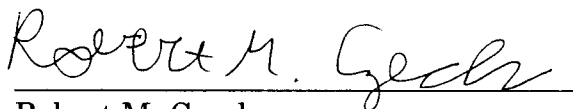
methods, management, law, business strategy and economics. Nevertheless, the appellant took three accounting courses along with many other business-related courses and acquired substantial accounting experience in the field. Both the appointing authority and the appellant's manager support her appeal. Moreover, the record evidences that the examination situation is not competitive since the examination was cancelled given that all applicants were deemed ineligible. Further, the appellant continues to serve provisionally in the subject title. As such, good cause exists to admit her to the subject examination based on the totality of the circumstances present in this particular case.

### ORDER

Therefore, it is ordered that this appeal be granted, the cancellation of the examination be rescinded and the appellant's application be processed. In so doing, the remedy provided herein is limited to the facts of this case and may not be used as precedent in any other matter.

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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