



STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION
OF THE
CIVIL SERVICE COMMISSION

In the Matter of Michelle Willis,
Library Director (PM2661T), Scotch
Plains Public Library

Examination Appeal

CSC Docket No. 2016-3551

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

Michelle Willis appeals the determination of the Division of Agency Services (Agency Services) that she was below the minimum requirements in experience for the promotional examination for Library Director (PM2661T), Scotch Plains Public Library.

The examination at issue was announced with specific requirements that had to be met as of the December 21, 2015 closing date (see attached). The appellant was the only employee that applied for the examination which was cancelled due to a lack of qualified applicants.

On her application, Ms. Willis indicated that she was the Head of Children's Services from September 2007 to April 2015, a Librarian from January 2004 to September 2007, and a Library Assistant from January 1997 to January 2004. She also indicated that she possesses a Professional Librarian license. Personnel records indicate that she was provisionally serving in the subject title from April 2015 to the December 21, 2015 closing date, a Librarian 2 from September 2007 to April 2015, a Librarian Reference from March 2005 to September 2007, a Library Associate from March 2004 to March 2005, and a Library Assistant from January 1997 to March 2004. Agency Services credited her with having a Professional Librarian license, meeting the general experience requirement, and having eight months of supervisory experience, but determined that she lacked one year and four months of supervisory experience.

On appeal, Ms. Willis states that she began working for the appointing authority in 1997 and completed her Master's degree in Library Science in 2004. She indicates that she was promoted to Librarian 2 in 2007 where she supervised one full-time and multiple part-time employees. She submits the Library Board's March 2014 Meeting Minutes which shows that the Board approved her appointment as Acting Co-Library Director while the Library Director was on leave. She asserts that she has over nine years of supervisory experience.

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 the requirements for admittance to the examination or for credit in the examination process.

Initially, it is noted that Agency Services correctly determined that the appellant was not eligible for the subject examination. The appellant was credited with having a Professional Librarian license, meeting the general experience requirement, and having eight months of supervisory experience while serving provisionally in the subject title, but she lacked one year and four months of supervisory experience to establish eligibility. Any relevant supervisory experience the appellant gained as a Librarian 2 would be out-of-title-work. However, Ms. Willis submits the Library Board's March 2014 Meeting Minutes which shows that the Board approved her appointment as Acting Co-Library Director. Additionally, the examination was cancelled due to a lack of qualified applicants and the appellant continues to serve provisionally in the title under test. Therefore, under these circumstances, good cause exists to relax the provisions of *N.J.A.C.* 4A:4-2.6(a) and accept Ms. Willis' supervisory experience after the closing date, as well as her out-of-title work supervisory experience while serving as Acting Co-Library Director, for eligibility purposes only, and admit her to the subject examination.

ORDER

Therefore, it is ordered that the appeal be granted, and Michelle Willis' 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



Robert M. Czech
Chairperson
Civil Service Commission

Inquiries
and
Correspondence

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

Attachment

c: Michelle Willis
Kelly Glenn
Records Center

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



[Click here to file Online](#) Print
\$25.00 PROCESSING FEE REQUIRED
Make Check/Money Order Payable to NJCSC

SYMBOL: PM2661T TITLE: LIBRARY DIRECTOR ISSUE DATE: December 01, 2015 TITLE CODE: 02283/ X6RVR8 JURISDICTION: SCOTCH PLAINS DEPARTMENT: LIBRARY	WEIGHT CODE: * SALARY: \$75,986.00 - \$125,000.00 CLOSING DATE: December 21, 2015 JURISDICTION CODE: N20160500
<p>Visit www.state.nj.us/csc And select "Job Announcements" to view this announcement and to file an application</p>	
<p>Open to employees in the competitive division who have an aggregate of one year of continuous permanent service as of the closing date and are currently serving in the following title(s): -</p> <p style="text-align: center;">Assistant Library Director 00586 Chief Librarian 07378</p> <p>Or to employees in the competitive division who have an aggregate of one year of continuous permanent service as of the closing date in any competitive title and meet the requirements listed below:</p> <p>Education: Graduation from an accredited college or university with a Master's degree in Library or Information Science in a library program accredited by the American Library Association or from a New Jersey college Master's Program in Library Science that has been deemed acceptable by Thomas Edison State College. You must indicate the details of your 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.</p> <p>Experience: Five (5) years of library experience including work in the service, circulation, and reference areas, two (2) years of which shall have been in a supervisory capacity.</p> <p>License: Appointees must possess a valid license as a Professional Librarian. Proof of the license must be submitted to the appointing authority prior to appointment. Failure to do so will result in rejection from the examination process.</p> <p>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.</p> <p>Note: This announcement may be tested via the Management Test Battery (MTB). Under the guidelines of the MTB program, an applicant's score will be retained and applied to subsequent promotional or open competitive announcements for titles tested under this program. For information regarding the Management Test Battery, please refer to our website http://www.state.nj.us/csc/seekers/about/steps/step7.html</p>	
<p>IMPORTANT INFORMATION</p>	
<ol style="list-style-type: none"> 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 full-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 his/her 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 DMAVA (as defined by N.J.S.A. 11A:5-1 et seq.), or your claim is approved by DMAVA 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. 	

DPF-256A • Revised 03/09