



STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION
OF THE
CIVIL SERVICE COMMISSION

Examination Appeal

In the Matter of Silendra Baijnauth,
Fiscal Officer (PM0041V),
Jersey City

CSC Docket No. 2017-4042

ISSUED: October 24, 2017 (RE)

Silendra Baijnauth appeals the decision of the Division of Agency Services which found that he did not meet the educational requirements for the promotional examination for Fiscal Officer (PM0041V), Jersey City.

The subject examination announcement was issued with specific requirements which had to be met as of the February 21, 2017 closing date (see attached). The appellant was determined to be below the minimum requirements in education. It is noted that no applicants were admitted, and the examination was canceled on June 30, 2017.

Mr. Baijnauth possesses over 120 college credits, but only six credits in Accounting. As such, he was found to be lacking fifteen credits in Accounting.

On appeal, the appellant argues that he should be eligible as he has a Bachelor's degree, a Master's degree, and has completed classes towards the Certified Municipal Finance Officer certificate. He submitted certifications from the Rutgers Center for Government Services of the various classes he attended for the designation of Certified Municipal Finance Officer.

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.

CONCLUSION

The review of the announcement indicates that a *minimum* of 21 semester hour credits in professional accounting courses is required. Only a valid certificate as a Registered Municipal Accountant or Certified Public Accountant issued by the New Jersey State Board of Accountants or as a certified in Municipal Finance Officer issued by the New Jersey Department of Community Affairs, Division of Local Government Services, could be substituted for the entire educational requirement. The announcement indicated that if the candidate possessed the required certification, it must be indicated on the application, and proof of the certification must be submitted with the application. Candidates were told that failure to do so would result in rejection from the examination process.

The appellant received certificates in continuing studies from the Rutgers Center for Government Services, not college credit. This Center provides training for State and local government officials. Continuing Education Units (CEUs) and training courses are not considered equivalent to college level credits unless it can be demonstrated that the coursework would be accepted at an accredited college or university for college credits. *See In the Matter of Stephen Gavrell* (MSB, decided March 26, 2003). Thus, this training cannot be considered in lieu of the educational requirement of 21 professional accounting courses. On appeal, regarding the specific credits, he indicated eight courses from New Jersey City University that he believed were accounting courses. Only two of these courses were accounting courses worth six college credits, Principles of Accounting 1 and Principles of Accounting 2. He also listed four courses from Fairleigh Dickinson University, however, these were not accounting courses. The remaining classes were in administration, finance, management, business, calculus, banking, investment and other similar subjects.

Next, Mr. Baijnauth indicated on his application that he had completed the continuing education courses for a Municipal Finance Officer Certification. Nevertheless, he did not include proof of this certification with his application. On appeal, the appellant provided 14 certifications from the Rutgers' Center for Government Services, five of which pertain to the Municipal Finance Officer Certification. He then submitted other certifications of completion of additional courses. Nevertheless, although he indicated on his application that he completed the program, he did not provide a certification from the New Jersey Department of Community Affairs, Division of Local Government Services.

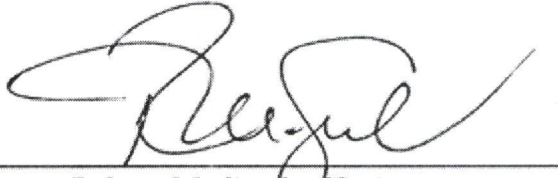
An independent review of all material presented indicates that the decision of the Division of Agency Services that the appellant did not meet the announced requirements for eligibility by the closing date is amply supported by the record. The appellant provides no basis to disturb this decision. Thus, the appellant has failed to support his burden of proof in this matter.

ORDER

Therefore, it is ordered that this appeal be denied.

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
THE 18th DAY OF OCTOBER, 2017



Robert M. Czech, Chairperson
Civil Service Commission

Inquiries
and
Correspondence

Christopher S. Myers
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: Silendra Baijnauth
Robert Kakoleski
Kelly Glenn
Records Center

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



\$25.00 PROCESSING FEE REQUIRED
Make Check/Money Order Payable to NJCSC

SYMBOL: PM0041V

WEIGHT CODE: *

TITLE: FISCAL OFFICER

SALARY: \$17,500.00 - \$59,565.00

ISSUE DATE: February 01, 2017

CLOSING DATE: February 21, 2017

TITLE CODE: 01857/ N6RJR8

JURISDICTION CODE: N09060009

JURISDICTION: JERSEY CITY

DEPARTMENT: PUBLIC WORKS

RETURN COMPLETED APPLICATIONS TO:

Visit www.state.nj.us/csc

And select "Job Announcements"

to view this announcement and to file an application

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):

Assistant Fiscal Officer 00536

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:

Education: Graduation from an accredited college or university with a Bachelor's degree and twenty-one (21) semester hour credits in Accounting. You must indicate either possession of a degree or total number of college credits completed to date on your application. Applicants must provide proof of the specific credit requirement by attaching a copy of your transcript to your application. (Foreign transcripts must be evaluated by a recognized evaluation service.) Failure to do so will result in rejection from the examination process.

Note: Applicants who have satisfactorily completed twenty-one (21) semester hour credits in professional accounting courses at an accredited college or university may substitute additional experience as described below for the remainder of the above educational requirement on the basis of one (1) year of such experience for each year of college.

Note: Possession of a current, valid certificate as a Registered Municipal Accountant or Certified Public Accountant issued by the New Jersey State Board of Accountants or as a Certified Municipal Finance Officer issued by the New Jersey Department of Community Affairs, Division of Local Government Services may be substituted for the above educational requirement. If you have the required certification, you must indicate this on your application; **proof of the certification must be submitted with your application.** Failure to do so will result in rejection from the examination process.

Experience: Five (5) years of supervisory financial management experience involving accounting, budgeting, auditing, and financial analyses and reporting.

Note: Graduation from an accredited college or university with a Master's degree in Accounting, Finance, Public Administration, or Business Administration may be substituted for one (1) year of the above experience. You must indicate the details of your Master's 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.

License: 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.

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>

IMPORTANT INFORMATION

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 Department of Military and Veterans Affairs (DMAVA) (as defined by N.J.S.A. 11A:5-1 et seq.). Those claiming Veterans Preference but have not yet received approval from DMAVA must pay the full application fee and may request a refund if the claim is approved 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. **SPECIAL NOTE TO ALL APPLICANTS Please make sure you are assigned to the department indicated above. If you do not know your department, please contact your Human Resource Office. If you file an application for this announcement and you are not assigned to the department indicated above, YOU WILL BE FOUND INELIGIBLE FOR THIS EXAM AND YOUR APPLICATION FEE WILL NOT BE REFUNDED.**
7. **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.**
8. Application fees submitted via personal check or money order must be postmarked within **five (5) business days** of submitting your application. If your fee is postmarked after five (5) business days, or is returned as invalid, you will be declared ineligible and denied admittance to the examination process.

DPF-256A * Revised 07/06