



STATE OF NEW JERSEY

In the Matter of Jeffrey Ricciardi,
Telecommunications Systems Analyst
3 (PS3404G), Department of
Environmental Protection

FINAL ADMINISTRATIVE ACTION
OF THE
CIVIL SERVICE COMMISSION

CSC Docket No. 2017-2520

Examination Appeal

ISSUED: OCT 20 2017 (JET)

Jeffrey Ricciardi appeals the determination of the Division of Agency Services (Agency Services) that he did not meet the experience requirement for the promotional examination for Telecommunications Systems Analyst 3 (PS3404G), Department of Environmental Protection.

The promotional examination for Telecommunications Systems Analyst 3 (PS3404G) was announced with specific requirements which had to be satisfied by the September 21, 2016 closing date (see attached). Since the appellant did not possess a Bachelor's degree at the time he applied for the examination, he required nine years of applicable experience per the substitution clause listed in the announcement. The examination was cancelled on February 11, 2017 as the only applicant, the appellant, was found ineligible for the subject examination.

On his employment application and resume, the appellant listed that he served as a provisional Telecommunications Systems Analyst 3 from April 2016 to the September 21, 2016 closing date, as a Communications Systems Technician 3 from March 2014 to April 2016, as a Communications Systems Technician 2 from June 2010 to March 2014, and as a Building Services Coordinator 3 from October 2004 to June 2010. Agency Services credited him with six months of applicable experience for his provisional service in the subject title. However, Agency Services could not credit the appellant with any applicable experience for the other positions listed on the employment application as such work constituted out-of-title

experience. Accordingly, Agency Services determined that the appellant lacked eight years and six months of applicable experience.

On appeal, the appellant asserts that he possesses sufficient applicable and out-of-title work experience to meet the subject requirements listed in the announcement to qualify him for the examination.

In support, the appellant provides a letter dated August 31, 2017 from Robin Liebeskind, Director, Division of Human Resources, Department of Environmental Protection, who states that in November 2005, the appellant was responsible for training and assisting employees serving as Senior Communication Specialists, and in February 2006, he independently performed his duties, provided telecommunication services, completed telephone and data testing, performed information technology coordination, acted as system vendor liaison, assigned as service provider liaison, performed procurement processing installations, and completed troubleshooting and repair work for various systems. In addition, she explains that, since March 2014, the appellant has been serving as team leader for the Office of Telecommunications which provides telecommunications services to thousands of data lines. In this regard, the telecommunications infrastructure operates on several multi-line systems including ISDN lines, Merlin, Legend, and RCA systems. In addition, she states that the appellant works closely with information technology employees and he is responsible for troubleshooting data circuits, identifying solutions, and recommending repairs. She avers that his duties include developing technical plans for telecommunications equipment, conducting research for cost effective solutions, evaluating requests for telecommunications services, determining needs, making recommendations for improvements, coordinating the consolidation of telecommunications services, and identifying funding to procure special telecommunications services. In support, Ms. Liebeskind submits a description of the appellant's duties in his various positions since October 2004 through the present. As such, the appointing authority requests that the appellant's out-of-title experience be accepted in order to qualify him for the examination.

It is noted that a classification determination dated January 4, 2011 determined that the proper classification of the appellant's position was Communication Systems Technician 2, and a classification determination dated April 30, 2014 determined that the proper classification of the appellant's position was Communication Systems Technician 3. Additionally, a prior decision issued by this agency found him eligible for the Communication Systems Technician 2 (PS2119G) examination, in which the appellant and the appointing authority confirmed that he was performing out of title work, including phone technician duties since November 2005, Building Services Coordinator 3 duties since February 2006, training and assisting Senior Communication System Specialists since February 2006, providing support services to telephone lines, and independently

performing his duties. See *In the Matter of Jeffrey Ricciardi* (CSC, decided December 7, 2011).

Official personnel records indicate that the appellant continues to serve provisionally as a Telecommunications Systems Analyst 3.

CONCLUSION

N.J.A.C. 4A:4-2.6(a)2 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.

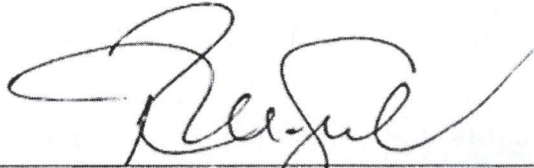
Initially, Agency Services correctly determined that the appellant was not eligible for the Telecommunications Systems Analyst 3 examination. Other than the appellant's provisional work in the subject title, primarily performing the required duties to establish eligibility for the subject examination would be considered out-of-title work for incumbents serving as a Communications Systems Technician 3, Communications Systems Technician 2, and as a Building Services Coordinator 3. Any applicable duties that he performed while serving in those positions would be considered out-of-title work. However, the Director, Division of Human Resources, Department of Environmental Protection, has verified that the appellant has been performing the applicable duties of a Telecommunications Systems Analyst 3 while serving in his various positions noted above. Given that the appellant possesses over 10 years of out-of-title experience, he continues to serve provisionally in the subject title, and the record reflects the subject list is incomplete as the examination was cancelled due to a lack of applicants, good cause exists to accept the appellant's out-of-title experience for eligibility purposes only, and to admit him to the examination.

ORDER

Therefore, it is ordered that this appeal be granted, the cancellation of the announcement be rescinded and the appellant's application for Telecommunications Systems Analyst 3 (PS3404G) 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 18th DAY OF OCTOBER, 2017



Robert M. Czedh, Chairperson
Civil Service Commission

Inquiries
and
Correspondence

Christopher Myers
Director
Division of Appeals
& Regulatory Affairs
Civil Service Commission
Written Record Appeals Unit
PO Box 312
Trenton, New Jersey 08625-0312

c: Jeffery Ricciardi
Robin Liebeskind
Kelly Glenn

NEW JERSEY CIVIL SERVICE COMMISSION-STATE SERVICE
PROMOTIONAL ANNOUNCEMENT



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

SYMBOL: PS3404G	WEIGHT CODE: *
TITLE: TELECOMMUNICATIONS SYSTEMS ANALYST 3	SALARY: \$61,784.00 - \$87,820.00
ISSUE DATE: September 01, 2016	CLOSING DATE: September 21, 2016
TITLE CODE: 53043/IURXR2	CLASS CODE: 25
DEPARTMENT: EPA/ENVIRONMENTAL PROTECTION	
UNIT SCOPE: G245 Division of General Services and Systems Coordination	

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Open 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. You must indicate either possession of a degree or total number of college credits completed to date 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.

Applicants who do not possess the required education may substitute additional experience as indicated on a year for year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

Experience: Five (5) years of experience in either a corporate structure or a government agency involving the planning, acquisition, installation, and/or implementation of telecommunications facilities and services such as private network services, voice and data transmissions, computerized and electro-mechanical switching.

Note: A Master's degree in Computer Science, Data Processing, Engineering 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.

IMPORTANT INFORMATION

1. NJAC 4A:4-2.6 states that all requirements listed, including assignment to the department and unit scope, must be met as of the closing date.
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- and part-time permanent employees. If an employment list results from this announcement, it may be certified to fill full-time and part-time positions. If 35- and 40-hour positions are used within the unit scope, 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.
6. SPECIAL NOTE TO ALL APPLICANTS Please make sure you are assigned to the unit scope indicated above. If you do not know your unit scope assignment, please contact your Human Resource Office. If you file an application for this announcement and you are not assigned to the unit scope 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 regular business hours on the closing date will not change the application filing deadline so PLEASE FILE EARLY.

DPF-256A * Revised 03/09

