

B-13



STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION  
OF THE  
CIVIL SERVICE COMMISSION

In the Matter of Sharon Turner,  
Training Technician (PC0741U),  
Burlington County

CSC Docket No. 2017-734

Examination Appeal

ISSUED: APR 11 2017 (RE)

Sharon Turner appeals the determination of the Division of Agency Services which found that she did not meet the minimum experience requirements for the promotional examination for Training Technician (PC0741U), Burlington County.

The subject examination was issued with specific requirements which had to be met as of the April 21, 2016 closing date (see attached). There was one candidate on the eligible list who was appointed on September 26, 2016.

Ms. Turner indicated that she possessed a Bachelor's degree and she listed eleven positions on her application; four positions as a Human Services Specialist 2; Human Services Specialist 1; Human Resources Information Systems Group Leader and Human Resource Assistant with Burlington Coat Factory; and Accounts Receivable Clerk, Supervisor Central Records Department, Assistant Supervisor Central Records Department and Record Retrieval Clerk with New Jersey Manufacturer's Insurance Company. A review of agency records indicates that she was provisionally appointed to the title under test in April 2016. None of her experience was accepted and she was found to be lacking one year of applicable experience.

On appeal, the appellant states that she was performing applicable duties as a Human Services Specialist 2, Human Resources Information Systems Group Leader with Burlington Coat Factory, and Supervisor Central Records Department and Assistant Supervisor Central Records Department with New Jersey Manufacturer's Insurance Company.

*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:4-2.6(c) provides in pertinent part that 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, unless good cause is shown for an exception. *N.J.A.C.* 4A:1-1.2(c) provides that the Civil Service Commission may relax a rule for good cause.

### CONCLUSION

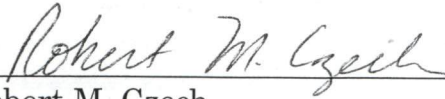
Initially, the appellant was correctly denied admittance to the subject examination since she lacked one year of qualifying experience. Her training experience while in the title as Human Services Specialist 2 was out-of-title work and could not be accepted. The appellant neglected to indicate her provisional position on her application, and she had been provisionally appointed in April 2016. Additionally, as a Human Resources Information Systems Group Leader with Burlington Coat Factory was not accepted as the appellant did not develop appropriate training courses and materials. Her experience as a Supervisor Central Records Department and Assistant Supervisor Central Records Department with New Jersey Manufacturer's Insurance Company did not have the announced experience requirement as the primary focus and also she did not develop appropriate training courses and materials. Nonetheless, the subject eligible list is exhausted, the appellant is still serving as a provisional appointee and she has accrued an additional one year of experience since the closing date. Based on the particular circumstances presented, good cause has been established to relax the provisions of *N.J.A.C.* 4A:4-2.6(a) to accept the appellant's additional experience beyond the closing date and admit her to the examination.

### ORDER

Therefore, it is ordered that this appeal be granted, and the appellant's application be processed.

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 5<sup>th</sup> DAY OF APRIL, 2017



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: Sharon Turner  
Charles Sanfilippo  
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: PC0741U	WEIGHT CODE: *
TITLE: TRAINING TECHNICIAN	SALARY: \$50,061.00
ISSUE DATE: April 01, 2016	CLOSING DATE: April 21, 2016
TITLE CODE: 04207/ DNRCR5	JURISDICTION CODE: T03000300
JURISDICTION: BURLINGTON COUNTY	
DEPARTMENT: BOARD OF SOCIAL SERVICE	

Visit [www.state.nj.us/csc](http://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 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.

Note: Applicants who do not possess the required education may substitute, in addition to the required experience indicated below, applicable experience on a year for year basis, with thirty (30) semester hour credits being equal to one (1) year of experience.

Experience: One (1) year of experience in employee development and training which shall have entailed the development of appropriate training courses and materials, conducting orientation, in-service, refresher, and employee development and training courses or one (1) year of experience as a teacher or instructor involving the development of course curriculum or lesson plans, preparation of course materials and conducting of classes in an adult education, vocational education, job training program, or elementary school through college.

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 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](mailto: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