

B-16



STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION  
OF THE  
CIVIL SERVICE COMMISSION

In the Matter of James Sorenson,  
Highway Operations Training and  
Quality Assurance Specialist  
(PS3065T), Department of  
Transportation

Examination Appeal

CSC Docket No. 2017-1949

ISSUED: **MAY 05** 2017 (SLK)

James Sorenson appeals the determination of the Division of Agency Services (Agency Services) that he was below the minimum requirements in experience for the promotional examination for Highway Operations Training and Quality Assurance Specialist (PS3065T), Department of Transportation.

The examination at issue was announced with specific requirements that had to be met as of the June 21, 2016 closing date (see attached). A total of 14 employees applied for the subject examination and eight were determined eligible. Certifications PS161673, PS170273, and PS170459 were issued and their dispositions were recorded indicating that seven of these eligibles were appointed to the subject title and the other eligible's name was removed from list.

On appeal, the appellant presents that he has over 11 years of experience as a Crew Supervisor of an equipment garage. He explains that in this position he performed similar duties as incumbents in the subject title by performing supervisory duties that included training, coaching, and mentoring staff on the use of equipment that is used in roadway maintenance operations. The appellant states that the Operations Training Unit needs to provide equipment training to all Operations field and garage staff which is why the appointing authority provisionally appointed him to the subject title.

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

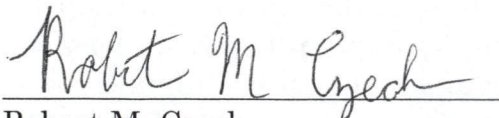
Initially, Agency Services correctly determined that the appellant did not meet the required experience as his experience as a Crew Supervisor Mechanics from November 2005 to July 2016 involved the training and development of staff who were involved in the maintenance of equipment used in roadway maintenance, but not primarily involved in roadway maintenance operations. However, a review of the subject announcement indicates that training and developing staff on job equipment familiarization is part of the requirements. Therefore, although the appellant's work experience does not precisely mirror the requirements contained in the announcement, the Commission is satisfied that the totality of Mr. Sorenson's work training staff on the use of roadway maintenance operations equipment since November 2005 as well as his provisional service in the subject title, which began in July 2016, warrants his admission to the subject examination. Further, the list is incomplete as there are no names currently on the eligible list. Therefore, under these circumstances, good cause exists to relax the provisions of *N.J.A.C.* 4A:4-2.6(a) and accept the totality of Mr. Sorenson's experience, including his experience after the closing date, and admit him to the subject examination.

## ORDER

Therefore, it is ordered that this appeal be granted and James Sorenson's 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 3<sup>rd</sup> DAY OF MAY, 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: James Sorenson  
Michele Shapiro  
Kelly Glenn  
Records Center



NEW JERSEY CIVIL SERVICE COMMISSION-STATE SERVICE  
**PROMOTIONAL ANNOUNCEMENT**



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

SYMBOL: <b>PS3065T</b>	WEIGHT CODE: *
TITLE: <b>HIGHWAY OPERATIONS TRAINING &amp; QUALITY ASSURANCE SPECIALIST</b>	SALARY: <b>\$51,530.00 - \$72,953.00</b>
ISSUE DATE: <b>July 01, 2016</b>	CLOSING DATE: <b>July 21, 2016</b>
TITLE CODE: <b>42047/GBR XR2</b>	CLASS CODE: <b>20</b>
DEPARTMENT: <b>TPA/TRANSPORTATION</b>	
UNIT SCOPE: <b>T212 Assistant Commissioner/Executive Directors, Operations</b>	

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.

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: Three (3) years of experience in roadway maintenance operations which shall have included employee development, coaching and providing on-the-job technical instructions and guidance, and on the job equipment familiarization and staff development.

License: Appointees may be required to possess a valid Commercial Driver's License (CDL) and applicable endorsements for the class and type of vehicle being operated. 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](mailto: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