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STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION
OF THE
CIVIL SERVICE COMMISSION

In the Matter of Nikolaos Kanellis,
Supervisor Records Management
(PS4138C), Civil Service Commission

Administrative Appeal

CSC Docket No. 2017-2183

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

The Division of Agency Services (Agency Services), on behalf of the appointing authority for the Civil Service Commission, requests that Nikolaos Kanellis' out-of-title supervisory experience be accepted for the promotional examination for Supervisor Records Management (PS4138C).

The subject examination was announced with a closing date of December 21, 2016. Applicants are required to possess a Bachelor's degree and four years of record storage experience, one year of which shall have been in a supervisory capacity involving records management. The record indicates that there are two applicants for the subject examination, including Kanellis. On January 9, 2017, an administrative hold was placed on the processing of the applications for the subject examination, pending the review of the instant request. Consequently, an eligible list has not yet promulgated.

On his application, Kanellis indicated, in relevant part, that he possessed a Bachelor's degree and served provisionally as a Supervisor Records Management from October 2016 to the closing date of the examination (December 2016); as a Technical Support Specialist 1 from October 2013 to October 2016; and as an Information Technology Specialist from August 2005 to October 2013. However, agency records indicate that Kanellis served in the title of Technical Support Specialist 1 from April 2013 to October 2016. The appointing authority has indicated that Kanellis' duties from April 2013 to the closing date included supervising the EDITS (Electronic Document Imaging and Tracking System) Unit, which manages electronic employee records Statewide; overseeing the scanning and

indexing of employee records; preparing statistical monthly reports; retrieval of employee records; and developing policies and procedures related to record retention and management. The appointing authority also states that because Kanellis was involved in the development of the EDITS system, he was assigned to be the primary team member of the EDITS Unit and his duties naturally became supervisory in nature as time progressed. The appointing authority notes that the supervisory duties Kanellis has been performing include work assignment and review, developing performance expectations, approving timesheets and leave requests, resolving conflicts among team members and evaluating employee performance. The appointing authority indicates that it assigned Kanellis out-of-title work based upon business necessity.

Agency Services has indicated that Kanellis possesses adequate applicable general and supervisory experience to satisfy the requirements, but that his supervisory experience while serving in the title of Technical Support Specialist 1 from April 2013 to October 2016 is considered out-of-title work.

It is noted that Agency Services supports the instant request.

CONCLUSION

N.J.A.C. 4A:4-2.6(a) provides that applicants must meet all requirements specified in a promotional examination 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.

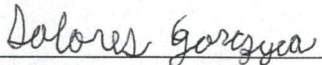
In the present matter, the appointing authority has verified that Kanellis performed out-of-title supervisory duties consistent with the title of Supervisor Records Management from April 2013 to October 2016. In addition, Kanellis continues to serve provisionally in the subject title. Moreover, the record evidences that the examination situation is not competitive, as Kanellis is one of only two applicants. Under these circumstances, good cause exists to accept Kanellis' out-of-title supervisory experience in the title of Technical Support Specialist 1 from April 2013 to October 2016, for eligibility purposes only, and admit him to the examination.

ORDER

Therefore, it is ordered that this request be granted and Nikolaos Kanellis' application be processed for the Supervisor Records Management (PS4138C) examination.

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 3RD DAY OF MAY, 2017



Dolores Gorczyca
Member
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

c: Nikolaos Kanellis
Ann McClaskey
Kelly Glenn
Records Center

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