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B-12



STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION
OF THE
CIVIL SERVICE COMMISSION

In the Matter of Tracy Robidoux,
Administrative Analyst 2 Fiscal
Management (PS3478I), Department
of Corrections

Examination Appeal

CSC Docket No. 2017-2694

ISSUED: **JUN 09 2017** (SLK)

Tracy Robidoux appeals the determination of the Division of Agency Services (Agency Services) that she was below the minimum requirements in experience for the promotional examination for Administrative Analyst 2 Fiscal Management (PS3478I), Department of Corrections.

The examination at issue was announced with specific requirements that had to be met as of the September 21, 2016 closing date (see attached). The appellant was the only employee who applied for the subject examination and was deemed ineligible. Therefore, the examination was cancelled due to a lack of qualified candidates.

On appeal, the appellant presents that she provisionally served in the subject title from January 2016 to the September 21, 2016 closing date and was a Technical Assistant Contract Administration from February 2014 to January 2016. She highlights that her Technical Assistant Contract Administration experience had been determined as qualifying experience for a prior Administrative Analyst (C0097U) examination. The appellant indicates that she has accounting experience while working as a Staff and Senior Accountant for two companies from June 1983 to November 1991. Further, she represents that she performed fiscal and budgeting projections while holding local government positions.

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 met the education requirement based on her Bachelor's degree in Accounting, but lacked the required experience as her experience as a Technical Assistant Contract Administration did not include fiscal analyses of management operations and none of her positions prior to her provisional service in the subject title contained all of the required experience. It is also noted that the aforementioned Administrative Analyst (C0097U) examination had different requirements than the subject examination. However, the appellant performed elements of fiscal and budget projections, accounting, and management duties in various positions throughout her career. Therefore, although the appellant's work experiences do not precisely mirror the requirements contained in the announcement, the Commission is satisfied that the totality of Ms. Robidoux's work involving fiscal analysis and evaluation, budgeting and management operations since June 1983, including her provisional experience gained after the closing date, warrant her admission to the subject examination. Further, the examination has been cancelled due to a lack of qualified applicants. 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 Ms. Robidoux's experience and education, including her experience after the closing date, for eligibility purposes only, and admit her to the subject examination.

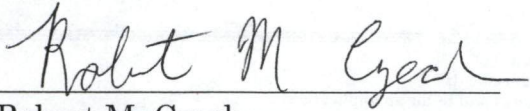
This determination is limited to the instant matter and does not provide precedent in any other matter.

ORDER

Therefore, it is ordered that the appeal be granted, the cancellation of the examination be rescinded and Tracy Robidoux'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 7th DAY OF JUNE, 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: Tracy Robidoux
Lisa Gaffney
Kelly Glenn
Records Center

NEW JERSEY CIVIL SERVICE COMMISSION-STATE SERVICE
PROMOTIONAL ANNOUNCEMENT

Click here to file Online Print
\$25.00 PROCESSING FEE REQUIRED
Make Check/Money Order Payable to NJCSC

SYMBOL: PS34781

WEIGHT CODE: *

TITLE: ADMINISTRATIVE ANALYST 2 FISCAL MANAGEMENT

SALARY: \$51,530.00 - \$72,953.00

ISSUE DATE: September 01, 2016

CLOSING DATE: September 21, 2016

TITLE CODE: 50073D/IXR XR7

CLASS CODE: 21

DEPARTMENT: COA/CORRECTIONS

UNIT SCOPE: I140 Policy and Planning

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 are currently serving in a title to which the announcement is open and have an aggregate of one year of continuous permanent service as of the closing date in the following title(s):

Administrative Analyst 1 Fiscal Management

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 including or supplemented by twenty-one (21) credits in any combination of Accounting, Business Administration, Economics or Finance courses. You must provide proof of the supplemental credit requirement. This is to be done by attaching a transcript to your application. (Foreign degrees and/or transcripts must be evaluated by a recognized evaluation service.) Failure to do so will result in rejection from the examination process.

Experience: Two (2) years of experience in work involving fiscal analysis and evaluation, budgeting and management operations in government, business and/or a management consulting firm.

Note: Applicants who do not possess the Bachelor's degree, but who do possess the twenty-one (21) semester hour credits as listed above, may substitute the remaining education with experience as indicated above on a year-for-year basis. (Thirty (30) credits equates to one (1) year of experience).

Note: A Master's degree in one of the areas listed above may be substituted for one (1) year of experience; a Doctorate degree in one of the areas listed above may be substituted for two (2) years of 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.

Amendment for record purposes 1/12/17
NO ADDITIONAL APPLICATIONS ACCEPTED

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