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STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION
OF THE
CIVIL SERVICE COMMISSION

In the Matter of Nathaniel Singleton,
Manager 1 Information Processing
(M0797U), Plainfield

Examination Appeal

CSC Docket No. 2017-3188

ISSUED: JUL 31 2017 (RE)

Nathaniel Singleton appeals the decision of the Division of Agency Services (DAS) which found that he did not meet the experience requirements for the open-competitive examination for Manager 1 Information Processing (M0797U), Plainfield.

The subject examination announcement was issued with specific requirements that had to be met as of the November 4, 2016 closing date (see attached). As there were no admitted applicants, the examination was cancelled on April 14, 2017.

Mr. Singleton met the educational requirement and listed five positions on his application: Director of Information Technology, Senior Citizen Program Aide, Seasonal Hire, Unisys Consultant with Unisys Corp., and Senior Telecommunications Specialist with IBM. Official records indicate a similar yet different employment history. These records indicate that the appellant is a provisional Manager 1 Information Processing. Also, the record indicates that he was a Senior Citizen Program Aide for two months wherein he indicated he was Director of Information Technology, a non-Civil service title. Further, the appellant held a temporary appointment as a Recreation Program Specialist for much of the time that he indicated he was a "Seasonal Hire." He was credited with ten months of experience in his provisional position, and was found to be lacking four years, two months of qualifying experience.

On appeal, Mr. Singleton supplies an updated resume, and a letter from the City Administrator in support of his appeal. He states that he has over 40 years of experience in all facets of Information Technology. The City Administrator states

that Mr. Singleton has experience with other companies in software development, data migration, and network planning, and he provides some of the duties and responsibilities of Mr. Singleton's provisional position.

N.J.A.C. 4A:4-2.3(b) provides that applicants shall meet all requirements specified in the examination announcement by the closing date.

CONCLUSION

At the outset, it is noted that qualifying experience has the announced experience requirement as the primary focus of the position. That is, the announced experience should be the main duty of the listed position. On his application, the appellant indicated that his duties as a Senior Citizen Program Aide included grant writing, budget planning, supporting Capture Point and media. As a Seasonal Hire (Recreation Program Specialist), he states that he implemented Capture Point including project management and coding programs to customize the system, and grant management. For Unisys, he was responsible for sales, implementing their Communications Access Processor¹ and Unisys 32 processor ES7000, and implementing and supporting Windows and Microsoft servers. As a Senior Communications Specialist, he indicates that he was also an Administrative Assistant responsible for managing the IBM's Self Program, and the migration of IBM's regional office from a paper system to a paperless system. He states he was also a System Engineer, responsible for redesigning and writing the logic to populate the cells of a financial spreadsheet application, implementing mainframes and Processing Systems, and working on IBM's antitrust trial. As a Senior Communications Specialist, he designed and implemented a Token-Ring network, and taught networking and Token-Ring architecture.

System analysis is planning, conducting, and developing analytical studies of existing operations and programs to determine feasibility of conversion to a data processing system. The interaction of and load demand of various software applications and given hardware systems are also evaluated. *See In the Matter of Paul Birkenstamm* (MSB, decided December 7, 2005). For the appellant's positions, it is not clear that he was involved in systems analysis and design in a multiplatform environment. However, although his experience does not precisely mirror the requirements, taken as a whole, it appears that the appellant has accrued at least an additional four years, two months of applicable experience while in these titles. Additionally, the examination was cancelled as there were no eligible candidates, and the appointing authority supports the appeal. Based on these circumstances, the Civil Service Commission will accept the appellant's experience, for eligibility purposes, and admit him to the examination.

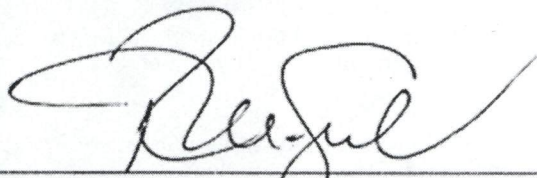
¹ This processor enables multitasking, multiuser computer operating (UNIX) systems servers to plug into system network architecture (SNA) networks built around IBM mainframes.

ORDER

Therefore, it is ordered that this appeal be granted, the cancellation of the examination be rescinded, 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
THE 26th DAY OF JULY, 2017



Robert M. Czedo, Chairperson
Civil Service Commission

Inquiries
and
Correspondence

Christopher S. Myers
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Civil Service Commission
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P.O. Box 312
Trenton, New Jersey 08625-0312

Attachment

c: Nathaniel Singleton
Rick Smiley
Kelly Glenn
Records Center



Job Announcements

Symbol: M0797U Title: **MANAGER 1 INFORMATION PROCESSING**

Issue Date: 10/14/2016

Closing 11/04/2016

Date:

Jurisdiction: PLAINFIELD

Salary: \$88,674.00 - \$129,434.00 Per Year

Num. of Positions: 1

Workweek: 35 Hours per week

Application Fee: \$25.00

OPEN TO RESIDENTS OF:

Plainfield City

REQUIREMENTS:

Education: Graduation from an accredited college or university with a Bachelor's degree. Please upload a copy of your transcripts with your application. Failure to do so will result in ineligibility.

Experience: Five (5) years experience in work involving the development of application software and systems analysis and design in a multiplatform environment, two (2) years of which shall have been in a supervisory capacity.

Substitutions: Applicants who do not possess the required education may substitute four (4) years of additional nonsupervisory experience of the type indicated in the experience section.

Foreign transcript must be evaluated by a recognized evaluation service. Please upload a copy of your evaluation with your application. Failure to do so will result in ineligibility.

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.

Note: 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.

NOTE: This announcement may be tested via the Management Test Battery, a computer-administered exam. For information regarding the Management Test Battery, please refer to our website www.state.nj.gov/personnel/jobs/step7.

Customer Care and Technical Support: If you are having difficulty submitting your application online, customer care and technical support 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.

IMPORTANT INFORMATION:

1. NJAC 4A:4-2.3(b) states that all requirements must be met as of the closing date.
2. Online applications must be completed and submitted by the closing date listed above.
3. **You must complete your application in detail.** Your score may be based on a comparison of your background with the job requirements. **Failure to complete your application properly may lower your score or cause you to fail.**
4. If an employment list results from this announcement, it may be certified to fill full-time and part-time positions.
5. Effective September 1, 2011, the New Jersey First residency law was enacted. Please click here for additional information.
6. In accordance with Public Law 2010 c. 26, Veterans pay a reduced application fee of \$15.00 if they have previously established Veteran's Preference with the DMAVA (as defined by NJSA 11A:5-1 et seq). Those claiming Veteran's Preference but have not yet received approval from DMAVA must pay the full application fee and may