



STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION  
OF THE  
CIVIL SERVICE COMMISSION

In the Matter of Rosemarie Baylies  
and Jacqueline Proctor, Classification  
Officer 1 (PS4052I), Department of  
Corrections

Examination Appeals

CSC Docket Nos. 2017-2833 and  
2017-2827

ISSUED: **AUG 18 2017** (SLK)

Rosemarie Baylies and Jacqueline Proctor appeal the determinations of the Division of Agency Services (Agency Services) that they did not meet the experience requirements for the promotional examination for Classification Officer 1 (PS4052I), Department of Corrections. These appeals have been consolidated due to common issues presented.

The examination at issue was announced with specific requirements that had to be met as of the December 21, 2016 closing date (see attached). A total of six employees applied for the examination and three were determined eligible. Certification PS170378 was issued containing the names of the three eligibles and two of the eligibles were appointed.

The Division of Agency Services (Agency Services) credited Ms. Baylies with three years and eight months of experience based on her 42 college credits which is the equivalent of one year and four months of experience, her one year of provisional service in the subject title from January 2016 to the December 21, 2016 closing date, and her one year and four months of service as a Technical Assistant Classification from September 2014 to January 2016, but determined that she lacked two years and four months of experience. It noted that she was performing the required duties as a Technical Assistant 3 from March 2002 to August 2014, but that this experience would be out-of-title work. Agency Services credited Ms. Proctor with three years and nine months of experience based on her 101 college credits which is the equivalent of three years and four months of experience and five

months of experience based on her provisional service in the subject title from August 2016 to the December 21, 2016 closing date, but determined that she lacked two years and three months of the required duties.

On appeal, Ms. Baylies describes in detail the duties that she performed as a Technical Assistant 3 and Technical Assistant Classification and submits her Performance Assessment Reviews (PARS) to confirm that she performed the required duties while serving in these positions. Ms. Proctor presents that, as a Senior Clerk Typist from May 1990 to September 1991 and Clerk Typist from August 1989 to May 1990, she assisted in the proper classification of inmates by providing information for calculations, preparing classification folders and files for meetings, coordinating provisions for inmate transfers, and reviewing and checking inmate records to recommend the appropriate level of security of inmates. The appointing authority submits a statement in support of both appeals.

### 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. Further, *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 appellants did not meet the required experience requirements. Ms. Baylies' experience as a Technical Assistant 3 would be considered out-of-title work and Ms. Proctor's experience as a Senior Clerk Typist and Clerk Typist would not be precisely as described in the subject examination requirements and would be out-of-title work. However, the appointing authority submits a statement indicating that many of its high performing employees perform out-of-title work due to business necessity resulting from staff attrition, that the appellants' statements regarding their work are accurate, and it supports their appeals. Therefore, the Commission is satisfied that the totality of Ms. Baylies' experience, including her experience as a Technical Assistant 3, and Ms. Proctor's experience, including her experience as a Senior Clerk Typist and Clerk Typist, warrant their admission to the subject examination. Additionally, the list is incomplete as there is currently only one name remaining and the appellants continue to serve provisionally in the subject title. 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 the appellants' experience, for eligibility purposes only, and admit them to the subject examination.

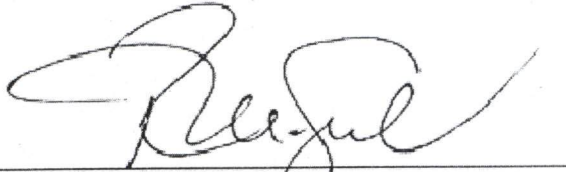
It is noted that this remedy is limited to the particular circumstances of this matter and does not set a precedent in any other matter.

**ORDER**

Therefore, it is ordered that these appeals be granted and Rosemarie Baylies' and Jacqueline Proctor's applications 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 16<sup>th</sup> DAY OF AUGUST, 2017



---

Robert M. Czecch, Chairperson  
Civil Service Commission

Inquiries  
and  
Correspondence

Christopher S. Myers  
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: Rosemarie Baylies, 2017-2833  
Jacqueline Proctor, 2017-2827  
Jennifer Rodriguez  
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>PS4052I</b>   | WEIGHT CODE: *                           |
| TITLE: <b>CLASSIFICATION OFFICER 1</b>                                     | SALARY: <b>\$49,263.00 - \$69,662.00</b> |
| ISSUE DATE: <b>December 01, 2016</b>                                       | CLOSING DATE: <b>December 21, 2016</b>   |
| TITLE CODE: <b>61392/LGRXR7</b>  | CLASS CODE: <b>20</b>                    |
| DEPARTMENT: <b>COIC/CORRECTIONS</b>  |  |
| UNIT SCOPE: <b>I390 Central Reception &amp; Assignment Facility (CRAF)</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 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) and who meet the requirements listed below:**

**Technical Assistant Classification**

**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. 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.

Experience: Two (2) years of experience in program delivery or development in providing education, habilitative, or social services for persons with emotional, social or behavioral problems, or, experience in the review of records and classification of inmates which shall have included providing recommendations for vocational and other rehabilitation programs, and/or probation or parole work with inmates of a penal or correctional facility.

Note: Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis.

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 the department and unit scope, 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- 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 Department of Military and Veterans Affairs (DMAVA) (as defined by N.J.S.A. 11A:5-1 et seq.). Those claiming Veterans Preference but have not yet received approval from DMAVA must pay the full application fee and may request a refund if the claim is approved 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.
8. Application fees submitted via personal check or money order must be postmarked within five (5) business days of submitting your application. If your fee is postmarked after five (5) business days, or is returned as invalid, you will be declared ineligible and denied admittance to the examination process.

DPF-256A \* Revised 03/09