



STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION
OF THE
CIVIL SERVICE COMMISSION

In the Matter of Cassandra Telfair,
Administrative Analyst 2
Procurement (S0953U), Statewide

Examination Appeal

CSC Docket Nos. 2017-3544

ISSUED: SEP 22 2017 (SLK)

Cassandra Telfair appeals the determination of the Division of Agency Services (Agency Services) that she did not meet the experience requirements for the open competitive examination for Administrative Analyst 2 Procurement (S0953U), Statewide.

The examination at issue was announced with specific requirements that had to be met as of the December 30, 2016 closing date (see attached). A total of 54 individuals applied for the subject examination that resulted in a list of 19 eligibles.

On her application, Ms. Telfair indicated that she had a Bachelor's degree and performed in various Analyst positions from July 2013 to the December 30, 2016 closing date, various administrative and clerical positions from October 2010 to June 2013, and various accounting and administrative positions outside of State service from February 1996 to September 2010. Additionally, she indicated that she was a Supervising Office Assistant for the Port Authority of New York & New Jersey from November 1974 to October 1995. Agency Services credited her with having a Bachelor's degree, but determined that she lacked two years of the required experience.

On appeal, Ms. Telfair presents that as a Supervising Office Assistant she maintained and monitored budget reports for her department, provided procurement services, and was a training instructor. She highlights that the subject announcement does not specifically say that she needed to spend 50 percent

or more of her time in a position performing the required duties for that experience to be considered applicable. She reiterates that she performed procurement duties for at least four years as a Supervising Office Assistant, and while she acknowledges that her responsibilities were not solely in procurement, she emphasizes that she had an active role in preparing bid proposals, selecting and working with vendors, and processing internal forms for purchases. She states that her budget management and statistical reporting duties overlapped with her procurement responsibilities.

CONCLUSION

N.J.A.C. 4A:4-2.3(b) provides that applicants shall meet all requirements specified in the announcement by the closing date. *N.J.A.C.* 4A:4-6.3(b) provides that the appellant has the burden of proof in examination appeals.

A review of the record indicates that Agency Services correctly determined that the appellant is not eligible for the subject examination. The appellant states that she performed procurement duties while serving as a Supervising Office Assistant, but acknowledges that she did not have full-time responsibilities in the required area. However, in order for experience to be considered applicable, it must have as its primary focus full-time responsibilities in the areas required in the announcement. *See In the Matter of Bashkim Vlashi* (MSB, decided June 9, 2004).

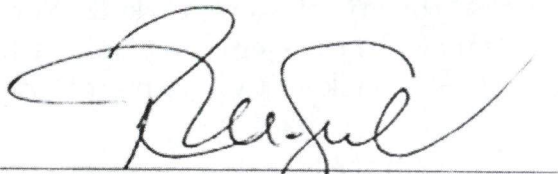
Therefore, there is no basis to disturb the decision of Agency Services. Accordingly, Ms. Telfair has not met his burden of proof in this matter.

ORDER

Therefore, it is ordered that the appeal be denied.

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 20th DAY OF SEPTEMBER, 2017



Robert M. Czech, Chairperson
Civil Service Commission

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and
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Attachment

c: Kelly Glenn
Records Center



Job Announcements

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Symbol: S0953U

Title: ADMINISTRATIVE ANALYST 2 PROCUREMENT

Issue Date: 12/09/2016

Closing Date: 12/30/2016

Jurisdiction: STATE

Salary: \$51,529.95 - \$72,953.46 Per Year

Num. of Positions: 4

Workweek: 35 Hours per week

Application Fee: \$25.00

OPEN TO RESIDENTS OF:

New Jersey

REQUIREMENTS:

EDUCATION: Bachelor's degree from an accredited college or university.

EXPERIENCE: Two (2) years' experience in procurement through the competitive bidding process for a large public or private organization.

NOTE: Applicants who do not possess the required education may substitute experience as indicated on a year-for-year basis with thirty (30) semester credit hours being equal to one (1) year of experience.

NOTE: A Master's degree in Business Administration, Public Administration, Economics, Finance or Accounting may be substituted for one (1) year of experience. If you are substituting education for some of the required experience, please upload a copy of your transcript with your application. Failure to do so will result in ineligibility.

NOTE: Foreign transcripts must be evaluated by a recognized evaluation service. Please upload a copy of your transcript 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. 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.

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.nj.gov 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 request a refund if the claim is approved at least 8 days prior to the issuance of the eligibility list. Please note this reduced fee does not apply to Public Safety titles.
 7. 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.
- Read Description of Job and Specification: **50073C**

- [Click here to apply via the Online Application System](#)

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