



STATE OF NEW JERSEY

**FINAL ADMINISTRATIVE ACTION
OF THE
CIVIL SERVICE COMMISSION**

In the Matter of Jermica Claytor,
Administrative Analyst 3, Fiscal
Management (PS7370DN),
Department of Community Affairs

Examination Appeal

CSC Docket No. 2019-1824

ISSUED: FEBRUARY 27, 2019 (RE)

Jermica Claytor appeals the decision of the Division of Agency Services (Agency Services) which found that she did not meet the experience requirements for the promotional examination for Administrative Analyst 3, Fiscal Management (PS7370DN), Department of Community Affairs.

The subject examination announcement was issued with a closing date of May 15, 2018. The examination was open to employees in the competitive division who had an aggregate of one year of continuous permanent service as of the closing date and who were serving in the title Administrative Analyst 2, Fiscal Management, OR who were serving in any competitive title and met the announced requirements. These requirements included graduation from an accredited college or university with a Bachelor’s degree including or supplemented by 21 credit hours in any combination of Accounting, Business Administration, Economics or Finance courses, and three years of experience in work involving fiscal analysis and evaluation, budgeting and management operations in government, business and/or management consulting firm. A Master’s degree from an accredited college or university in Accounting, Business Administration, Economics or Finance could be substituted for one year of experience. Applicants who did not possess the required 21 credit hours could substitute the remaining education with experience. The appellant was found to be ineligible based on a lack of education and experience. Two candidates appear on the eligible list, which has not yet been certified.

The appellant indicated that she possessed an Associate’s degree, and her 67 college credits prorated to two years, two months of experience. She also possessed

the required 21 credit hours. As such, the appellant was required to possess four years, ten months of applicable experience. She listed six positions on her application: Senior Fiscal Analyst, Supervisor Fiscal Accounts, Purchasing Assistant, Head Clerk Bookkeeper *and* Principal Clerk Bookkeeper, Judiciary Account Clerk 2, and Judiciary Account Clerk 1. She was credited with two years, three months of experience in the first position, and was found to be lacking two years, seven months of experience as of the closing date.

On appeal, the appellant argues that her experience should be accepted, and she provides additional information regarding the duties which she has performed. She also submits a Civil Service Commission (Commission) determination entitled, *In the Matter of Jermica Claytor, Senior Fiscal Analyst (PS2690D), Department of Community Affairs* (CSC, decided June 21, 2017). The examination for Senior Fiscal Analyst required experience in the collection, analysis, evaluation and presentation of financial data used to provide an accurate accounting of administrative and operating costs and the preparation of reports containing conclusions and recommendations for a private business or government agency. In that determination, the Commission accepted out-of-title work while in the titles Head Clerk Bookkeeper and Principal Clerk Bookkeeper to satisfy the experience requirements for Senior Fiscal Analyst.

CONCLUSION

N.J.A.C. 4A:4-2.6(a) provides that applicants shall meet all requirements specified in the promotional examination announcement by the closing date.

At the outset, it is noted that qualifying experience must have as its primary focus the duties and responsibilities required for the title under test. An experience requirement that lists a number of duties which define the primary experience, requires that the applicants demonstrate that they primarily performed all of those duties for the required length of time. Performance of only one or some of the duties listed is not indicative of comprehensive experience. *See In the Matter of Jeffrey Davis* (MSB, decided March 14, 2007). In the title, Supervisor Fiscal Accounts, the appellant performed in-title duties which had accounting as the primary focus, and she performed no fiscal analysis or budgeting. In the title Purchasing Assistant the primary focus of the position was technical duties related to purchasing. The appellant cannot be credited for out-of-title work as a Head Clerk Bookkeeper and Principal Clerk Bookkeeper when the Commission already accepted this experience as out-of-title work for Senior Fiscal Analyst, a title with differing requirements. Each position has only one primary focus, and positions cannot have two primary focuses. The appellant was credited with her experience as a Senior Fiscal Analyst, and therefore, the appellant lacks two years, seven months of applicable experience.

An independent review of all material presented indicates that the decision of the Division of Agency Services that the appellant did not meet the announced requirements for eligibility by the closing date is amply supported by the record. The appellant provides no basis to disturb this decision. Thus, the appellant has failed to support her burden of proof in this matter.

ORDER

Therefore, it is ordered that this 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 FEBRUARY, 2019



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