



STATE OF NEW JERSEY

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

In the Matter of Sherry Minatee,
Medical Services Assistant
(PS9662H), Department of Health

CSC Docket No. 2020-1428

Examination Appeal

ISSUED: February 28, 2020 (RE)

Sherry Minatee appeals the determination of the Division of Agency Services (Agency Services) which found that she did not meet the experience requirements for the promotional examination for Medical Services Assistant (PS9662H), Department of Health.

The subject examination announcement was issued with a closing date of May 21, 2019, and was open to employees in the competitive division who had an aggregate of one year of continuous permanent service in any competitive title and met the announced requirements. These requirements included three years of experience involving complex technical, administrative, or related office management functions. An Associate's degree in Medical Office Assisting or Medical Office Administration from an accredited college or university may be substituted for two (2) years of the required experience. A Certificate of Proficiency in Medical Office Assisting or Medical Office Administration equivalent to two semesters or thirty semester hour credits from an accredited college or university may be substituted for one year of the required experience. A Certificate of Proficiency in Medical Office Assisting or Medical Office Administration equivalent to one semester or fifteen semester hour credits from an accredited college or university may be substituted for six months of the required experience. It was found that appellant failed to satisfy the experience requirement. Seven candidates appear on the eligible list, which was certified once, and six candidates were appointed, while one was removed.

The appellant listed experience in three positions as a Nursing Services Clerk; and as Proof Operator/Data Entry with PNC Bank/Midatlantic. None of this experience was accepted, and she was found to be lacking three years of applicable experience.

On appeal, the appellant argues that she accrued applicable experience as a Nursing Services Clerk in State service, and states that she has more seniority than the admitted candidates. She states that she has had a plethora of responsibilities and has taken on administrative duties and complex technical office management functions. Specifically, she typed memos, minutes and reports, maintained and prepared confidential information, kept attendance and other records, scanned, copied and faxed documents, provided customer service, ordered supplies, answered phones and distributed messages, sent hearing notices, maintained a filing system, sorted and delivered mail, attended meetings, scheduled appointments for patients, surveyed buildings, took censuses of patients, assisted on tours of buildings, and served on committees. In her current position, she assembles patient charts and data, writes requisitions for lab tests, files information, keeps files for dieticians, tracks transferred and discharged patients, acts as receptionist, orders supplies, requests maintenance, delivers mail, takes messages, and maintains the bulletin board.

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.

The appellant was deemed to be ineligible for the subject examination since she lacked the minimum experience. Experience as a Nursing Services Clerk has been found by the Civil Service Commission (Commission) to be inapplicable for the reasons found in the decision *In the Matter of Heather Bensel, et. al, Medical Services Assistant (PS2455K), Ancora Psychiatric Hospital (CSC, decided September 6, 2017)*. In that decision, it was indicated that a Medical Services Assistant performs duties that relieve a supervisory officer of administrative details involved in operating a hospital section or unit. For example, they assist in the survey, preparation, and analysis of budget requests; keep supervisors informed of proper methods and provide instruction in correct budget preparation; ensure the prompt and proper submission of data concerning the budget request; assist in the preparation and processing of all six-month detailed requests and their submission to the hospital business office; develop and maintain a filing system to ensure accuracy of property control and to eliminate duplication in ordering supplies and equipment; prepare and process all other requests for items to be purchased by the business office; checks all forms for necessity, validity, availability, accuracy, correctness of specifications; act as liaison with supervisory personnel on procurement matters; assist in ordering and drafting adequate specifications, and

provide appropriate catalogs; review area timekeeping records at least semiannually; audits ledger sheets to ensure correct balances; conduct weekly surveys, check patient census, population movements, building maintenance, and other items, and reports findings; investigate and report on all unusual occurrences or complaints submitted by visitors, patients, employees, or others; and coordinate with the administrator and help arrange and/or assist in conducting area tours; give talks to groups. The Commission found that the job specification for Nursing Services Clerk indicates that incumbents in this title perform general clerical duties by preparing, compiling, and maintaining necessary records in the unit. This description does not rise to the level and scope of announced experience requirement, which is complex technical, administrative or related office management functions.

A review of the appellant's duties reveals that the primary foci of her three Nursing Services Clerk positions are clerical in nature, and she is and was not working out-of-title relieving a supervisory officer of administrative details involved in operating a hospital section or unit. Thus, her experience in this title is not applicable. Her experience as a Proof Operator/Data Entry is clearly inapplicable.

Lastly, eligibility is determined by this agency based on the information each candidate provides on his or her application. *See In the Matter of William McNally and Peter McCloskey* (MSB, decided January 26, 2005). The eligibility of the admitted candidates has been reviewed and it is found that they were correctly deemed to be eligible based on education or prior-held positions.

An independent review of all material presented indicates that the decision of Agency Services, that the appellant did not meet the announced requirements for eligibility by the closing date, is 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 26th DAY OF FEBRUARY, 2020



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