



STATE OF NEW JERSEY

In the Matter Ernestine Jones-Booker, Administrative Analyst 3 (S0322W)

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

CSC Docket No. 2019-1994

Examination Appeal

ISSUED: JUNE 19, 2020 (BS)

Ernestine Jones-Booker appeals the determination of the Division of Agency Services (Agency Services) which found that she did not meet the requirements for the examination for Administrative Analyst 3 (S0322W).

The examination at issue was announced with education and experience requirements which had to be met as of the announced March 22, 2018 closing date. Specifically, applicants were required to possess a Bachelor’s degree from an accredited college or university plus two years of experience involving the review, analysis, and evaluation of budget, organization, administrative practices, operational methods, management operations, or data processing applications, or any combination thereof, which should have included responsibility for the recommendation, planning, and/or implementation of improvements in a business or government agency. The examination announcement also stipulated that applicants who did not possess the required education could substitute additional experience as indicated on a year-for-year basis with 30 semester hour credits being equal to one year of experience. Additionally, a Master’s degree from an accredited college or university in Public Administration, Business Administration, Economics, Finance or Accounting could be substituted for one year of the required experience. A total of 108 applicants were scheduled to take the May 30, 2019 examination which resulted in a list of 59 eligibles with an expiration date of June 26, 2022.

The appellant filed an application on with she indicated that she possessed a Bachelor's degree plus experience as a Government Representative 3, Administrative/Clerical Support Person with the N.J. Office of Homeland Security, Program Coordinator, Program Coordinator Special Events, Marketing and Advertising Coordinator, and Legal Assistant/Member Benefit Analyst. Agency Services concluded that none of the duties described by the appellant satisfied the subject requirements. Consequently, Agency Services found the appellant ineligible for the subject examination.

On appeal, the appellant argues that she satisfies the subject requirements and asserts that she performed appropriate duties while serving as a Marketing and Advertising Coordinator at the Franklin Institute, where she claims she managed operations, event budgets, and data processing. She further claims that she acquired administrative experience while serving in State government. According, she argues that she should be deemed qualified to sit for the subject examination.

CONCLUSION

N.J.A.C. 4A:4-2.3(b)2 provides that applicants shall meet all requirements specified in the open competitive examination announcement by the closing date. *N.J.A.C.* 4A:4-6.3 (b) provides that, except for medical or psychological disqualification appeals, the appellant shall have the burden of proof.

In the instant matter, the record demonstrates that, as of the March 22, 2018 closing date, the appellant satisfied the educational requirement but did not possess any applicable experience. The work performed by the appellant as a Government Relations Specialist 3, Management Assistant, and Technical Assistant did not involve any responsibilities which rose to the level and scope of those required of the subject position. The primary focus of the appellant's experience as a Marketing and Advertising Coordinator involved developing and implementing marketing plans to promote museum exhibits. Such responsibilities do not rise to the level and scope of those required of the subject position. As a result, these responsibilities are not considered applicable to establish eligibility for the subject examination.

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
17TH DAY OF JUNE, 2020



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