

B-37



STATE OF NEW JERSEY

In the Matter of Robert Kendrick,
Network Administrator 1 (PS0581K),
Department of Children and Families

FINAL ADMINISTRATIVE ACTION
OF THE
CIVIL SERVICE COMMISSION

CSC Docket No. 2014-1960

Examination Appeal

ISSUED: OCT 06 2014 (JET)

Robert Kendrick appeals the determination of the Division of Selection Services (Selection Services) that he did not meet the educational requirements for Network Administrator 1 (PS0581K), Department of Children and Families.

The promotional examination was announced with a closing date of August 21, 2013 and was open to applicants in the non-competitive division who were serving as an Information Technology Specialist with one year of continuous permanent service and met the requirements. The requirements were graduation from an accredited college or university with a Bachelor's degree which must include a minimum of 18 semester hours of credit in mathematics and/or computer science. It was noted that applicants who did not possess the Bachelor's degree but did possess the 18 semester hour credits could have substituted three years of experience in the development, implementation, and maintenance of multi-network, multi-user Local Area Networks (LAN), Metropolitan Area Networks (MAN), and Wide Area Networks (WAN) environments. The subject examination resulted in a list of two eligibles with an expiration date of June 4, 2017. One certification was issued and one appointment was made.

On his application and resume, the appellant indicated that he possessed a Bachelor's degree. However, he did not submit his college transcript with his application. Thus, Selection Services credited him for his Bachelor's degree but it did not find that he possessed 18 semester hour credits in mathematics and/or computer science. The appellant also listed that he served as an Information Technology Specialist from June 2006 to the closing date. Selection Services

credited him with six years and eight months of applicable experience for that work. However, Selection Services found that the appellant was not eligible for the examination since he did not provide college transcripts to show that his Bachelor's degree was supplemented with 18 semester hours of credit in mathematics and/or computer science.

On appeal, the appellant argues that his college transcript reflects that he completed courses in Statistics and Computers, Statistics and Computers Lab, Basic Mathematics, Basic Algebra, Intermediate Algebra, College Algebra, and Introduction to Computer Science for a total of 20 semester hours credit in mathematics and/or computer science. Moreover, the appellant submits a copy of his official college transcript from Rider University and an unofficial college transcript from Mercer County Community College for review.

CONCLUSION

N.J.A.C. 4A:4-2.6(a)2 provides that applicants shall meet all requirements specified in the promotional announcement by the closing date. *N.J.A.C. 4A:1-1.2(c)* provides that a rule may be relaxed for good cause, in a particular circumstance, in order to effectuate the purposes of Title 11A of the New Jersey Statutes Annotated.

In the present matter, the record demonstrates that Selection Services correctly determined that the appellant is not eligible for the subject examination. Initially, it is noted that 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 Viashi* (MSB, decided June 9, 2004). The appellant was properly credited with six years and eight months of applicable experience for his service as an Information Technology Specialist. However, Selection Services found that the appellant was not eligible for the examination since he did not provide college transcripts to show that his Bachelor's degree was supplemented with 18 semester hours of credit in mathematics and/or computer science. On appeal, the appellant submits his official and unofficial transcripts and argues that the courses in Basic Mathematics, Basic Algebra, Intermediate Algebra, College Algebra, and Introduction to Computer Science should qualify him for the examination. However, the course descriptions submitted by the appellant for Basic Mathematics and Basic Algebra courses indicate that they do not fulfill the mathematics elective requirements as they are considered "foundation" courses. Thus, these courses are remedial courses that are not applicable toward a degree program. As such, completion of these remedial level courses cannot be considered applicable college credit to satisfy the educational requirements. Therefore, the appellant is not eligible for the examination as he does not possess the specific 18 college credits in mathematics and/or computer science. *See In the Matter of Lisa Metz and Doneen Porta* (MSB, decided June 22, 2005).

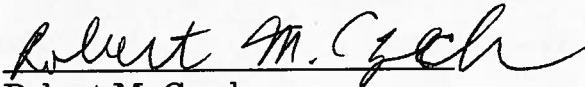
A thorough review of all material presented indicates that Selection Services' determination that the appellant did not meet the eligibility requirements by the closing date is amply supported by the record. Thus, the appellant has failed to support his burden of proof in this matter.

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 1st DAY OF OCTOBER, 2014



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