

B-59



STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION  
OF THE  
CIVIL SERVICE COMMISSION

In the Matter of Alycia Lewis,  
Supervising Classification Officer  
(PS7198I), Southern State  
Correctional Facility

Examination Appeal

CSC Docket No. 2015-130

ISSUED: **SEP 19 2014** (SLK)

Alycia Lewis appeals the determination of the Division of Selection Services (Selection Services) that she did not meet the experience requirements for the promotional examination for Supervising Classification Officer (PS7198I), Southern State Correctional Facility.

The examination at issue was announced with specific requirements that had to be met as of the March 21, 2014 closing date (see attached). Five individuals applied for the subject examination which resulted in a list of two eligibles with an expiration date of July 2, 2017. Certification PS140895 was issued containing the names of the two eligibles who were appointed.

On her application, Ms. Lewis indicated that she was a Classification Officer 2 from January 2010 to the March closing date, a Classification Officer Apprentice from January 2007 to January 2010, a Communications Operator, Secured Facilities<sup>1</sup> from November 2003 to January 2007, and a part-time Legal Secretary for Stefankiewicz & Barnes, LLC from September 2001 to April 2002. She also indicated that she possessed a Bachelor's degree and more than 24 credits in Legal Studies. Selection Services credited the appellant with having met the education requirements and having met the general experience requirement with seven years and three months experience based on her serving as a Classification Officer 2 and a Classification Officer Apprentice, but determined that she lacked one year of

<sup>1</sup> Personnel records indicate that she was a Communications Operator, Secured Facilities from June 2004 to January 2007 and a Communications Operator Trainee from November 2003 to June 2004.

experience as a lead worker. It also commented that any supervisory or lead worker experience as a Classification Officer 2 cannot be considered as it would be out-of-title.

On appeal, Ms. Lewis states that she received a Bachelor's degree in Law & Justice Studies and that she has earned 40 Master's credits in Legal Studies. The appellant presents that she began working for the appointing authority in January 2007 as a Classification Officer Apprentice and that this position has a three year working test period. Ms. Lewis maintains that her training exposed her to all areas of the Classification Department including pre-parole packages for the State Parole Board, scheduling and preparing inmate trips and transfers, assigning custody status to inmates utilizing the Objective Classification Scoring System, entering various data into the Inmate Management system, training on the Release Process and Community Release Process, and reviewing and sitting in the Institutional Classification Committee. The appellant highlights that she was promoted to Classification Officer 2 in January 2010. In this position, she represents that she was the supervisor of the Institutional Classification Committee where she performed performance evaluations as well as provided direction and ensured that duties were completed in a timely and efficient manner. Then, Ms. Lewis indicates that she was assigned as the supervisor of the Intake Unit where she supervised a staff of five in the busiest unit in the Classification Department. The appellant also states that she often acted as the department head in the absence of other supervisory staff. The appellant also highlights that she was promoted to the title of Classification Officer 3 in July 2014. Ms. Lewis asserts that she meets the requirements for the position based on her over seven years of experience in the Classification Department and her education. The appellant also submits her Performance Evaluation System reviews as a Classification Officer 2 which indicated that she was assigned supervisory responsibilities in this position, including the responsibility for conducting formal performance reviews of subordinate staff, since February 2010.

## CONCLUSION

*N.J.A.C. 4A:4-2.6(a)* provides that applicants shall meet all requirements specified in the promotional announcement by the closing date. *N.J.A.C. 4A:4-2.6(c)* provides that, except when permitted for good cause, applicants for promotional examinations with open-competitive requirements may not use experience gained as a result of out-of-title work to satisfy the requirements for admittance to the examination or for credit in the examination process. *N.J.A.C. 4A:1-1.2(c)* states that the Civil Service Commission may relax a rule for good cause in order to effectuate the purposes of Title 11A, New Jersey Statutes.

Initially, it is noted that Selection Services correctly determined that the appellant was not eligible for the subject examination. The appellant was credited

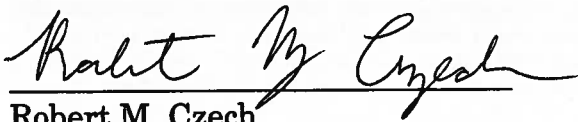
with seven years and three months of general experience based on her service in the Classification Officer title series, but lacked one year experience as a lead worker. Any relevant lead worker or supervisory experience gained as a Classification Officer 2 would be out-of-title-work. However, the appellant's Performance Evaluations demonstrate that she has performed the required lead worker out-of-title duties since 2010. Additionally, the examination situation is not competitive as the only two eligibles on the list have been appointed. Accordingly, good cause exists to accept the appellant's out-of-title supervisory work experience, for eligibility purposes only, and to admit her to the examination.

### ORDER

Therefore, it is ordered that the appeal be granted, and the appellant's application be processed for prospective employment opportunities only.

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 17<sup>th</sup> DAY OF SEPTEMBER, 2014



Robert M. Czech  
Chairperson  
Civil Service Commission

Inquiries  
and  
Correspondence

Henry Maurer  
Director  
Division of Appeals and Regulatory Affairs  
Civil Service Commission  
Written Record Appeals Unit  
P.O. Box 312  
Trenton, New Jersey 08625-0312

### Attachment

c: Alycia Lewis  
William Saraceni  
Dan Hill  
Joseph Gambino

NEW JERSEY CIVIL SERVICE COMMISSION-STATE SERVICE  
**PROMOTIONAL ANNOUNCEMENT**

**\$25.00 PROCESSING FEE REQUIRED**  
Make Check/Money Order Payable to NJCSC

SYMBOL: PS71981

WEIGHT CODE: \*

TITLE: SUPERVISING CLASSIFICATION OFFICER

SALARY: \$72,975.00 - \$104,070.00

ISSUE DATE: March 01, 2014

CLOSING DATE: March 21, 2014

TITLE CODE: 61401/CGRXR7

CLASS CODE: 29

DEPARTMENT: COIS/CORRECTIONS

UNIT SCOPE: I330 Southern State Correctional Facility (Delmont)

APPLICATIONS MAY BE OBTAINED  
FROM AND MUST BE RETURNED TO:

**ONLY ON LINE APPLICATIONS  
WILL BE ACCEPTED  
FOR THIS ANNOUNCEMENT**

**Open to employees in the competitive division who are currently serving in a title to which the announcement is open and have an aggregate of one year of continuous permanent service as of the closing date in the following title(s):**

**Classification Officer 3**

**Or to employees in the competitive division who have an aggregate of one year of continuous permanent service as of the closing date in any competitive title and meet the requirements listed below:**

**Education:** Graduation from an accredited college or university with a Bachelor's degree including or supplemented by twenty-four (24) semester hour credits in a combination of any of the following areas: criminal justice, legal research, law, sociology, psychology, or other related areas of the behavioral or social sciences. You must indicate the total number of college credits completed to date on your application. You must provide proof of the specific credit requirement. You must attach a copy of your transcript to your application. Foreign degrees/transcripts must be evaluated by a recognized evaluation service.) Failure to do so will result in rejection from the examination process.

**Note:** Applicants who have successfully completed the 24 semester hour credits listed above but who do not meet the remaining education requirement may substitute additional experience as indicated on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

**Experience:** Five (5) years of experience in program delivery or development in providing education, habilitative, or social services for persons with emotional, social or behavioral problems, or, experience in the review of records and classification of inmates or juvenile offenders which shall have included providing recommendations for vocational and other rehabilitation programs, and/or probation or parole work with inmates of a penal or correctional facility, one (1) year of which shall have been in the capacity of a lead worker.

**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.

**NOTE:** As of December 1, 2013, applications must be completed and submitted by 4:00 pm on the closing date.

**IMPORTANT INFORMATION**

1. NJAC 4A:4-2.6 states that all requirements listed, including assignment to the department and unit scope, must be met as of the closing date.
2. **YOU MUST COMPLETE YOUR APPLICATION IN DETAIL.** Your score may be based on a comparison of your credentials with the job requirements. Failure to complete your application properly may lower your score or cause you to fail.
3. This examination is open to full- and part-time permanent employees. If an employment list results from this announcement, it may be certified to fill full-time and part-time positions. If 35- and 40-hour positions are used within the unit scope, the resulting list may be used to fill either work week position.
4. NJAC 4A:4-1.5 states that any employee who is serving on a provisional basis and who fails to file for and take an examination which has been announced for his/her title **SHALL BE SEPARATED FROM THE PROVISIONAL TITLE.**
5. In accordance with Public Law 2010 c.26 Veterans pay a reduced application fee of \$15.00 if they have previously established Veterans Preference with the DMAVA (as defined by N.J.S.A. 11A:5-1 et seq.), or your claim is approved by DMAVA at least 8 days prior to the issuance of this eligibility list. **PLEASE NOTE THIS REDUCED FEE DOES NOT APPLY TO PUBLIC SAFETY TITLES.**
- 6 **SAVE ON POSTAGE! GO PAPERLESS! RECEIVE IMMEDIATE CONFIRMATION THAT YOUR APPLICATION HAS BEEN RECEIVED!** You can now file an application for this examination online. Visit the Civil Service Commission website at <http://info.csc.state.nj.us/epoa>. Select the promotional announcement and click on the link, "Click Here to file Online" at the top of the announcement. **You can now complete and submit your application and payment online to the Civil Service Commission and you will receive an immediate receipt confirmation!**
- 7 **SPECIAL NOTE TO ALL APPLICANTS** Please make sure you are assigned to the unit scope indicated above. If you do not know your unit scope assignment, please contact your Human Resource Office. If you file an application for this announcement and you are not assigned to the unit scope indicated above, **YOU WILL BE FOUND INELIGIBLE FOR THIS EXAM AND YOUR APPLICATION FEE WILL NOT BE REFUNDED.**

DPF-256A \* Revised 03/09