

B-24



STATE OF NEW JERSEY

In the Matter of Tami Vandergroef,
Senior Personnel Technician,
Sussex County

FINAL ADMINISTRATIVE ACTION
OF THE
CIVIL SERVICE COMMISSION

CSC Docket No. 2014-3068

Request for Administrative Relief

ISSUED: **SEP 05 2014** (JET)

Sussex County requests that Tami Vandergroef's out-of-title work experience be accepted to qualify her for prospective promotional examination for Senior Personnel Technician, Sussex County.

By way of background, the appointing authority requested that Vandergroef's experience be reviewed by the Division of Selection Services (Selection Services) as part of a pre-appointment evaluation to determine if she possessed the necessary qualifications for the Senior Personnel Technician title. On her application and resume, Vandergroef did not indicate that she possessed a Bachelor's degree, and Selection Services credited her with six months of applicable experience for her college credits. In addition, Vandergroef indicated that she served as a Personnel Aide from January 2008 through the present.¹ Selection Services could not credit her with any applicable experience as a Senior Personnel Technician since it was out-of-title work. Thus, Selection Services found that Vandergroef was not qualified for the subject title.

It is noted that the requirements for Senior Personnel Technician are graduation from an accredited college or university with a Bachelor's degree, and two years of technical experience in personnel work which shall have included position classification, compensation, benefits, administration, testing, interviewing, and/or related functions. The requirements note that applicants who

¹ Official personnel records indicate that Vandergroef is currently serving as a Personnel Aide.

do not possess a Bachelor's degree may substitute additional experience on a year-for-year basis, with 30 semester hour credits being equal to one year of experience.

In the instant matter, Ron Tappan, Department Head, Sussex County Department of Central and Shared Services, verifies that Vandergroef has been performing the applicable duties of a Personnel Technician since 2008 as a result of its increased workloads and staffing shortages. Therefore, Sussex County requests that the appellant's out-of-title work experience be accepted for eligibility purposes for a prospective promotional examination for the subject title.

It is noted that there are currently no employees in Vandergroef's same unit who are serving as a Senior Personnel Technician. Moreover, there are no existing open-competitive, promotional or special reemployment lists that are currently available for Senior Personnel Technician.

CONCLUSION

N.J.A.C. 4A:4-2.6(c) provides that 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, unless good cause is shown for an exception. *N.J.A.C. 4A:1-1.2(c)* provides that a rule may be relaxed for good cause in a particular situation.

In the present matter, Sussex County verifies that Vandergroef has been performing relevant duties for over six years. Further, the appointing authority verifies that Vandergroef has been performing out-of-title work as a Senior Personnel Technician due to staffing shortages and increased workloads. Under these circumstances, good cause exists to accept Vandergroef's out-of-title work experience in order to qualify her for a future prospective promotional examination for Senior Personnel Technician, Sussex County.

ORDER

Therefore, it is ordered that this request be granted and Tami Vandergroef's applicable out-of-title experience be accepted for a prospective promotional examination for Senior Personnel Technician, Sussex County. Tami Vandergroef is to provide a copy of this decision with her promotional application upon announcement of the examination. Finally, Selection Services should accept all documented and verified out-of-title work from other applicants who may apply to this specific prospective promotional examination 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 3rd DAY OF SEPTEMBER, 2014



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