

[illegible]

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

Examination Appeal

ISSUED: SEP 05 2014 (SLK)

The examination at issue was announced with specific requirements that had to be met as of the January 21, 2014 closing date (see attached). Ms. Jessamy was the only individual who applied for the subject examination and the examination was cancelled due to a lack of qualified applicants.

Ms. Jessamy indicated on her application that she was serving provisionally in the subject title from September 2013 to the January 21, 2014 closing date and a Senior Accountant from July 2008 to September 2013. She also possesses a Master's degree in Accounting including 21 accounting credits. Selection Services credited her with having met the education requirement and having five months of supervisory accounting experience based on her provisionally serving in the subject title, but determined that her remaining experience as a Senior Accountant was not at the level and scope of the required experience and that her experience in this position either was not supervisory experience or the supervisory experience would be out-of-title. Consequently, it determined that she lacked three years and seven months of supervisory experience.

On appeal, Ms. Jessamy presents that she has been provisionally serving in the subject title performing the job duties in the job specification since September 2013. She states that in her prior position with the appointing authority, she served as a Senior Accountant for five years performing various responsibilities such as auditing daily/monthly reconciliations of accounts, bank reconciliations, assisting in setting up internal controls as it related to Generally Accepted Accounting Principles, preparing and monitoring the annual budget, assisting with the internal audit, supervising an Assistant Accountant and Purchasing Agent, and other duties. Further, prior to working for the appointing authority, for almost 2 years she worked for the New Community Corporation where she was responsible for various accounting tasks for its largest account, the Newark Public School Abbott Program. She also presents that she began her accounting career with Babyland Family Services Inc. where she spent over 10 years in various accounting related positions performing a variety of accounting duties. She also indicates that she possesses a Master's degree in Accounting. She asserts that her over 12 years of accounting experience qualifies her for the title under test.

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, Selection Services correctly determined that Ms. Jessamy did not meet the required experience as of the closing date as any supervisory experience that the appellant received as a Senior Accountant would be out-of-title. However, although Ms. Jessamy's experience does not precisely mirror the requirements contained in the announcement, the Commission is satisfied that the totality of her varied levels of accounting experience as an Assistant Chief Accountant and a Senior Accountant as far back as July 2008 warrants her admission to the subject examination. Additionally, the examination was cancelled due to a lack of qualified applicants and the appellant continues to serve provisionally in the title under test. Accordingly, good cause exists to accept the totality of the appellant's experience including her provisional experience after the closing date, for eligibility purposes only, and to admit her to the examination. Further, admitting the appellant to the subject examination will provide the appointing authority with the opportunity to make a permanent appointment.

ORDER

Therefore, it is ordered that this 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 3rd 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: Latesha Jessamy
Julien Neals
Dan Hill
Joseph Gambino

NEW JERSEY CIVIL SERVICE COMMISSION
COUNTY AND MUNICIPAL GOVERNMENT SERVICES
PROMOTIONAL ANNOUNCEMENT



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

SYMBOL: PM0009S	WEIGHT CODE: *
TITLE: ASSISTANT CHIEF ACCOUNTANT	SALARY: \$55,547.41 - \$73,981.31
ISSUE DATE: January 01, 2014	CLOSING DATE: January 21, 2014
TITLE CODE: 00345/ AXRGR7	JURISDICTION CODE: N07140018
JURISDICTION: NEWARK	
DEPARTMENT: WATER AND SEWER	

RETURN COMPLETED APPLICATIONS TO: **ONLY ON LINE APPLICATIONS
WILL BE ACCEPTED
FOR THIS ANNOUNCEMENT**

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

Supervising Accountant 05657

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-one (21) credits in professional accounting subjects. You must indicate either possession of a degree or total number of college credits completed to date on your application. Applicants must provide proof of the specific credit requirement. You must attach a copy of your transcript or a list of the applicable courses and credits which have been completed. If you attach a list of courses, you must provide the following information: course title, number of credits earned, name of accredited college/university, and course description. (Foreign 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 satisfactorily completed twenty-one (21) credits of professional accounting courses at an accredited college or university may substitute additional accounting experience as described below for the remainder of the above educational requirement on a year for year basis.

Note: Possession of a current and valid certificate as a Registered Municipal Accountant or Certified Public Accountant issued by the New Jersey State Board of Certified Public Accountants or as a Certified Municipal Finance Officer issued by the New Jersey Department of Community Affairs, Division of Local Government Services may be substituted for the above education requirement. If you have the required certification, you must indicate this on your application; proof of the certification must be submitted with your application. Failure to do so will result in rejection from the examination process.

Experience: Four (4) years of supervisory accounting experience in work involving the installation, operation, and keeping of large scale systems of accounts.

Note: Certification as a Registered Municipal Accountant may be required for the position, depending upon the specific responsibilities of the position in the jurisdiction.

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 must be met as of the closing date, including assignment to jurisdiction/department, and satisfying the permanent status requirement.
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-time and part-time permanent employees. If an employment list results from this announcement, it may be certified to fill both full-time and part-time positions. If 35- and 40-hour positions are used within the department, 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.** (i.e. Police, Fire, Corrections and Sheriff)
6. **SAVE ON POSTAGE! GO PAPERLESS! RECEIVE IMMEDIATE CONFIRMATION THAT YOUR APPLICATION HAS BEEN RECEIVED!** You can now file an application for this examination on-line. 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 on-line to the Civil Service Commission and you will receive an immediate receipt confirmation!**

DPF-256A * Revised 03/09