

On appeal, Mr. Caiazzo states that he has worked at the Monmouth County Archives over 18 years, and knows how to handle fragile historic records and operate various microfilm equipment. He argues that he was present during the department's switch from dBase to Microsoft Access, and functioned from 2004 on as an Assistant Records Manager. He explains that planning and training began on the County's new Records Information Management (RIM) system in 2008, and he was responsible for communicating problems with the system to the vendor who was designing it, Sunrise Systems, and suggesting changes that would make the system work better. He states that he prepares disposal requests for departments when they have records that are eligible for destruction, but starting in 2010, these requests have been created in the RIM system, and not on paper. He states that on a regular basis he notifies Sunrise Systems of issues.

On his behalf, the Archivist for Monmouth County states that the appellant has worked almost a year under his general supervision as Records Manager for the County of Monmouth, since the retirement of the appellant's supervisor on November 1, 2014. He explains that the appellant was second-in-command since 2004, and served as acting Records Manager in the supervisor's absence. He provides examples of the appellant's expertise, and indicates that he supervises five employees in the Archives and Records Center and has division-wide responsibilities for financial management, including preparing the figures for the division's annual budget and all purchase orders. He explains that the appellant is responsible for training current and new staff, works closely with Superior Court personnel to plan and implement an ongoing records review and reduction program, has scheduled and supervised the approved destruction of more than one thousand cubic feet of records in the past year, and prepares a statistical monthly report with more than 30 data indicators.

In support of the appeal, the appointing authority confirms that the appellant has been performing the duties of a Records Manager since 2004. It states that, at that time, there was a reassigning to the appellant of various duties commensurate with the job specification for the title of Records Manager. He began the planning and developing of the County Clerk's Archives Records Management programs and procedures, but unfortunately, the titles were not reassessed by the County at the time of the new assignments. As such, the appellant was not properly reclassified by civil service standards, and he continued only to be classified in titles within the original Records Retrieval Operator series. The appointing authority asserts that the appellant continues as of this writing to perform the duties enumerated within the job specification of Records Manager, and this position has been properly classified by the provisional appointment.

N.J.A.C. 4A:4-2.6(a) provides that applicants shall meet all requirements specified in the promotional examination announcement by the closing date. *N.J.A.C.* 4A:4-2.6(c) provides in pertinent part 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.

CONCLUSION

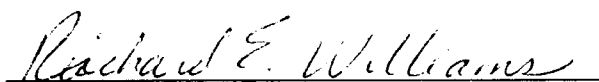
Initially, the appellant was correctly deemed to be ineligible for the subject examination since he lacked the minimum requirements in experience based on his application. However, the appointing authority and the Archivist have indicated that Mr. Caiazzo performed applicable out-of-title duties for at least five years. Although DAS did not accept the appellant's provisional experience, it did not request a classification review and the appointing authority asserts that the position is properly classified. With the acceptance of this out-of-title work, Mr. Caiazzo possesses the required experience. The examination was not competitive, with no admitted candidates, and Mr. Caiazzo remains in his provisional position as a Records Manager. Thus, based on the documentation submitted and under these circumstances, good cause exists to accept Mr. Caiazzo's out-of-title work experience to satisfy the requirements for the Records Manager examination.

ORDER

Therefore, it is ordered that this appeal be granted, the examination cancellation be rescinded, and the appellant's application be processed.

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 18th DAY OF NOVEMBER, 2015



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Member
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