



STATE OF NEW JERSEY

In the Matter of Diane Molle,
Senior Personnel Technician
(PC0858T), Camden County

FINAL ADMINISTRATIVE ACTION
OF THE
CIVIL SERVICE COMMISSION

CSC Docket No. 2016-1276

Examination Appeal

ISSUED: DEC 18 2015 (JET)

Diane Molle appeals the determination of the Division of Agency Services (Agency Services) that she did not meet the experience requirement for the promotional examination for Senior Personnel Technician (PC0858T), Camden County.

The promotional examination was announced with specific requirements which had to be satisfied by the May 21, 2015 closing date (see attached). The examination was cancelled on October 9, 2015 as the appellant, the only applicant, was found ineligible for the examination.

The appellant indicated on her application that she was provisionally serving in the title under test from April 2015 to the closing date, May 2015. Official personnel records indicate that she served as a provisional Senior Personnel Technician from March 2015 to May 2015. From May 2005 to March 2015 she was a Principal Personnel Clerk and from December 2001 to May 2005 she was a Personnel Clerk. The appellant also indicated on her application and resume that she served as a Clerk from December 2000 to December 2001, and as a Secretary to Freeholder from July 1999 to December 2000. The appellant did not list any college credits on her application. Agency Services credited the appellant with three months of applicable experience for her provisional experience as a Senior Personnel Technician, but it could not credit her with any other applicable experience. Accordingly, Agency Services determined that the appellant lacked five years and nine months of applicable experience.

On appeal, the appellant maintains that she is currently performing applicable duties while serving provisionally in the title under test. Moreover, the appellant contends that she has sufficient experience to qualify her for the examination. In support, the appellant provides a letter from Frank E. Cirii, Personnel Officer, who indicates that the appellant has been performing relevant personnel work since 1999. In this regard, Mr. Cirii contends, among other things, that the appellant is solely responsible for work involving CAMPS approvals, processing salary changes, processing employee evaluations, preparing reports and correspondence, and interpreting rules and regulations.

Official personnel records indicate that the appellant continues to serve provisionally in the subject title.

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: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.

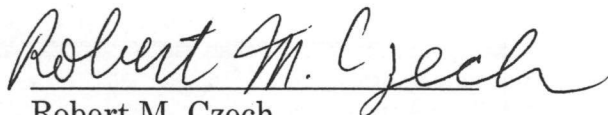
The appellant argues that she possesses sufficient experience to qualify her for the examination. Further, the appointing authority has submitted a letter verifying that she has been performing the applicable out-of-title duties since 1999. Further, the appellant continues to serve provisionally in the subject title and the examination was cancelled since the appellant was the only applicant. Accordingly, good cause exists to accept the appellant's out-of-title work experience for eligibility purposes only, and admit her to the examination.

ORDER

Therefore, it is ordered that this appeal be granted, the cancellation of the examination be rescinded 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 16th DAY OF DECEMBER, 2015



Robert M. Czech
Chairperson
Civil Service Commission

Inquiries
and
Correspondence

Henry Maurer
Director
Division of Appeals
& Regulatory Affairs
Civil Service Commission
Written Record Appeals Unit
PO Box 312
Trenton, New Jersey 08625-0312

Attachment

c: Diane Molle
Frank E. Cirii
Kelly Glenn
Joseph Gambino

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



\$25.00 PROCESSING
Make Check/Money Order

SYMBOL: PC0858T	WEIGHT CODE: *
TITLE: SENIOR PERSONNEL TECHNICIAN	SALARY: \$72,910.00
ISSUE DATE: May 01, 2015	CLOSING DATE: May 21, 2015
TITLE CODE: 03502/QLRDR5	JURISDICTION CODE: C04000001
JURISDICTION: CAMDEN COUNTY	
DEPARTMENT: ADMINISTRATION	

**Visit www.state.nj.us/csc
And select "Job Announcements"
to view this announcement and to file an application**

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):

Personnel Technician 02655@

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. You must indicate either possession of or total number of college credits completed to date on your application. (Foreign degrees/ transcripts must be evaluated by evaluation service.) Failure to do so will result in rejection from the examination process.

Note: Applicants who do not meet the above education requirement may substitute additional work experience as described on a year-for-year basis, with thirty (30) semester hour credits being equal to one year of experience.

Experience: Two (2) years of technical experience in personnel work which shall have included position classification, compensation, benefits, administration, testing, interviewing and/or related functions.

Note: Possession of Master's degree in Personnel Administration, Applied Psychology or other related field may be substituted for one year of the above experience. You must indicate the details of your Master's degree on 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.

License: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle for employee mobility, is necessary to perform the essential duties of the position. The responsibility for ensuring that employee possesses a required motor vehicle license, commensurate with the class and type of vehicles they operate, rests with the Appointing Authority.

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 satisfactory 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 for 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 that position **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 (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. **THIS REDUCED FEE DOES NOT APPLY TO PUBLIC SAFETY TITLES.** (i.e. Police, Fire, Corrections and Sheriff).
6. **If you are having difficulty submitting your application online, technical support and customer care are available during regular business hours from 8:00 a.m. to 4:00 p.m. EST, Monday - Friday, excluding holidays and emergency closings. Please Email: OAS.support@csc.state.nj.us or call (609) 292-3333. That application support requests received outside of regular business hours on the closing date will not change the application filing deadline. FILE EARLY.**