

the appellant has been performing relevant duties since July 2007. In particular, he states that the appellant spends 75 percent of her day preparing budgets and operating expenses for various offices within Elizabeth's Health and Human Services Department and "monitors the draw down from each account and collects and verifies documentation for expenditures." The appellant also submits a letter from the appointing authority, which states that it supports her appeal.

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 eligibility requirements or for credit in the examination process.

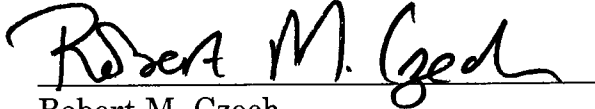
Initially, Agency Services determined that the appellant lacked three years and eight months of the aforementioned experience needed for the subject examination. However, the appellant indicated on appeal that she has performed relevant duties from March 2008 through the closing date. Accepting her supervisor's verification that the appellant performed the appropriate duties as of the closing date for the subject promotional examination, the appellant possessed, per the substitution clause, more than the required five years of applicable experience. However, all but one year and four months of her relevant experience constitutes out-of-title work. In this case, the appellant submits a letter from her supervisor and the appointing authority which, in relevant part, provides a detailed description of the applicable out-of-title experience she has gained in the title of Keyboarding Clerk 3. Moreover, this is not a competitive situation, and the appellant continues to serve provisionally in the subject title. Accordingly, good cause exists to accept the appellant's out-of-title work experience and admit her to the examination.

ORDER

Therefore, it is ordered that this appeal be granted and Audrey Lett'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 10th DAY OF NOVEMBER, 2016



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