



STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION  
OF THE  
CIVIL SERVICE COMMISSION

In the Matter of Jennifer  
Mastropietro, Buyer (PM2314T),  
Hoboken

Examination Appeal

CSC Docket No. 2016-3104

ISSUED: **NOV 16 2016** (SLK)

Jennifer Mastropietro appeals the determination of the Division of Agency Services (Agency Services) that she was below the minimum requirements in experience for the promotional examination for Buyer (PM2314T), Hoboken.

The examination at issue was announced with specific requirements that had to be met as of the November 21, 2015 closing date (see attached). The appellant was the only employee that applied for the examination which was cancelled due to a lack of qualified applicants.

On her application, Ms. Mastropietro did not list any college credits. Therefore, she needed six years of applicable experience per the substitution clause. She indicated that she was provisionally serving in the subject title from July 2013 to the November 21, 2015 closing date, a Keyboarding Clerk 2 from July 2012<sup>1</sup> to July 2013, and a Keyboarding Clerk 1 from March 2002 to July 2012<sup>2</sup>, and a Public Safety Telecommunicator Trainee from April 2001 to March 2002. Agency Services credited her with two years and five months of experience based on her provisional service in the subject title, but determined that she lacked three years and five months of experience.<sup>3</sup>

On appeal, Ms. Mastropietro provides that she has been performing the duties of the subject title in the Purchasing Division since August 2006. She

<sup>1</sup> Personnel records indicate that she was a Keyboarding Clerk 2 from August 2011 to July 2013.

<sup>2</sup> Personnel records indicate that she was a Keyboarding Clerk 1 from March 2002 to August 2011.

<sup>3</sup> Actually, she lacked three years and seven months of experience.

indicates that she has been certified as a Qualified Purchasing Agent for the State since June 2013 and that she has extensive knowledge of the applicable statutes, administrative code, databases, and finance controls. She gives examples of her daily duties to indicate she is performing the required duties. Additionally, Michael Korman, Personnel Officer, confirms that Ms. Mastropietro performed the required out-of-title duties from August 2006 to July 2013 before being promoted provisionally to the subject title due to business necessity and retirements in the Purchasing Division. Al Dineris, Purchasing Agent, also confirms that she has been performing the required duties since August 2006.

### 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.

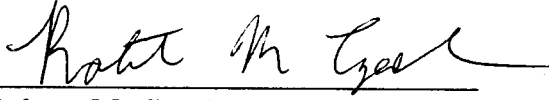
Initially, it is noted that Agency Services correctly determined that the appellant was not eligible for the subject examination. The appellant was credited with two years and five months of experience based on her provisional service in the subject title, but she lacked three years and five months of the required experience needed to establish eligibility. Any relevant experience the appellant gained as a Keyboarding Clerk 2 and 1 would be out-of-title-work. However, Mr. Korman and Mr. Dineris confirmed that she has been performing the required out-of-title duties as a Keyboarding Clerk 2 and 1 since August 2006 due to business necessity. 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 appellant's out-of-title work experience, for eligibility purposes only, and to admit her to the examination.

### ORDER

Therefore, it is ordered that the appeal be granted, the cancellation of the examination be rescinded and Jennifer Mastropietro'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 10<sup>th</sup> DAY OF NOVEMBER, 2016



Robert M. Czech  
Chairperson  
Civil Service Commission

Inquiries  
and  
Correspondence

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: Jennifer Mastropietro  
Stephen Marks  
Michael Korman  
Kelly Glenn  
Records Center

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



[Click here to file Online](#) Print  
**\$25.00 PROCESSING FEE REQUIRED**  
Make Check/Money Order Payable to NJCSC

SYMBOL: PM2314T	WEIGHT CODE: *
TITLE: BUYER	SALARY: \$35,000.00 - \$71,180.00
ISSUE DATE: November 01, 2015	CLOSING DATE: November 21, 2015
TITLE CODE: 00960/ WXRJR7	JURISDICTION CODE: N09050005
JURISDICTION: HOBOKEN	
DEPARTMENT: ADMINISTRATION	

Visit [www.state.nj.us/csc](http://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):

Assistant Buyer 00340

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 a degree or total number of college credits completed to date 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.

Applicants who do not meet the above educational requirement may substitute additional experience as indicated below on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

Experience: Two (2) years of experience in the large scale purchase of commodities, materials, equipment and/or supplies.

Note: 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.

#### 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. ONLY ON-LINE APPLICATIONS WILL BE ACCEPTED. 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. If you are having difficulty submitting your application online, technical support and customer care are available during regular business hours, 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](mailto:OAS.support@csc.state.nj.us) or call (609) 292-4144. Please note that application support requests received outside of regular business hours on the closing date will not change the application filing deadline, so PLEASE FILE EARLY.

DPF-256A \* Revised 03/09