



STATE OF NEW JERSEY

FINAL ADMINISTRATIVE  
ACTION OF THE  
CIVIL SERVICE COMMISSION

In the Matter of Ada Medina,  
Administrative Secretary  
(PM0622U), Trenton

CSC Docket No. 2016-4427

Examination Appeal

ISSUED: ~~NOV 16~~ 2016 (RE)

Ada Medina appeals the determination of the Division of Agency Services which found that she did not meet the experience requirements for the promotional examination for Administrative Secretary (PM0622U), Trenton.

The subject examination announcement was issued with a closing date of April 21, 2016, and was open to employees in the competitive division who had an aggregate of one year of continuous permanent service as of the closing date in any competitive title and met the announced requirements of five years of experience in the capacity of a secretary to an executive or administrative official in a public or private organization. The appellant was found to be below the minimum requirements in experience. As there were no admitted candidates, the examination was cancelled on June 23, 2016.

On her application, the appellant listed one position, "Acting Administrative Assistant" from April 2011 to the April 2016 closing date. On a resume, she included two more positions, "New Beginnings/JFCU" with Trenton from 2001 to 2010, and Emergency Registrar with the Robert Wood Johnson Hospital from 2006 to 2012 (no hours given, overlaps with her other positions). Official records indicate that the appellant has been employed with Trenton, from 1990 forward, in the following titles: Keyboarding Clerk 1, Keyboarding Clerk 2, Keyboarding Clerk 2 Bilingual in Spanish/English, Principal Account Clerk, Senior Account Clerk, and Administrative Secretary. The appellant has been a provisional in the subject title since November 2012. The appellant was credited with three years, six months in

her provisional position, and she was found to be lacking one year, six months of qualifying experience.

On appeal, Ms. Medina states that she has been an acting Administrative Secretary for over five years, since April 1, 2011, and she submits various documents which indicate that the Municipal Court Judge appointed her acting Administrative Secretary pursuant to *N.J.S.A. 2B:12-10(a)* and (b). She also argues that as a Senior Account Clerk she worked directly for an executive, the former Director of the Trenton Municipal Court.

*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 she lacked the minimum requirements in experience. However, the appellant submits documentation that she had been appointed by a Municipal Court Judge pursuant to *N.J.S.A. 2B:12-10(a)* and (b) in an acting capacity as Administrative Secretary on April 1, 2011. With the acceptance of this out-of-title work, Ms. Medina possesses the required experience. The examination was not competitive, with no admitted candidates, and Ms. Medina remains in her provisional position as an Administrative Secretary. Thus, based on the documentation submitted and under these circumstances, good cause exists to accept Ms. Medina's out-of-title work experience to satisfy the requirements for the Administrative Secretary 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 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

c:     Ada Medina  
       Terry McEwen  
       Kelly Glenn  
       Joseph Gambino

