



STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION  
OF THE  
CIVIL SERVICE COMMISSION

In the Matter of Joseph Raymond,  
Senior Water Treatment Plant  
Operator (PM2208T), Fair Lawn

Examination Appeal

CSC Docket No. 2016-3286

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

Joseph Raymond appeals the determination of the Division of Agency Services (Agency Services) that he was below the minimum requirements in experience for the promotional examination for Senior Water Treatment Plant Operator (PM2208T), Fair Lawn.

The examination at issue was announced with specific requirements that had to be met as of the October 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 his application, Mr. Raymond indicated that he was provisionally serving in the subject title from August 2015 to the October 21, 2015 closing date, a Senior Maintenance Repairer from May 2013 to July 2015, a Sanitation Driver from October 1998 to April 2013, a Sanitation Worker from June 1992 to September 1998, and a Laborer 1 from February 1991 to May 1992. He also possesses a Public Water Treatment Operator T-2 license. Personnel records indicate that he was provisionally serving in the subject title from August 2015 to the October 21, 2015 closing date, a Senior Maintenance Repairer from May 2013 to August 2015, a Sanitation Driver from March 1998 to May 2013, a Sanitation Worker from May 1992 to March 1998, and a Laborer 1 from February 1991 to May 1992. Agency Services credited him with possessing the Public Water Treatment Operator T-2 license and three months of experience based on his provisional service in the subject title, but determined that he lacked one year and nine months of experience.

On appeal, Mr. Raymond presents that he has been working in the water department for the past four years and possesses several certifications related to the subject title. While working as a Senior Maintenance Repairer in the water department for three years, he indicates he supervised workers who maintained and repaired water pipes, mains, valves and hydrants, installed water lines and water meters, determined the presence and location of leaks using electronic devices, and worked with contractors to ensure that the proper materials were supplied and to organize the repair and maintenance of water mains. Further, he provides that, over the past two years, he supervised a crew of five employees and outlines how he was performing the required duties. Additionally, he submits a letter from Jim Van Kruiningen, Borough Manager, which confirms the appellant's representations and supports his 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 the requirements for admittance to the examination or for credit in the examination process.

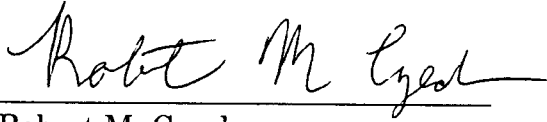
Initially, it is noted that Agency Services correctly determined that the appellant was not eligible for the subject examination. The appellant was credited with possessing a Public Water Treatment Operator T-2 license and three months of experience based on his provisional service in the subject title, but he lacked one year and nine months of the required experience needed to establish eligibility. Any relevant experience the appellant gained as a Senior Maintenance Repairer would be out-of-title-work. However, Mr. Van Kruiningen confirmed that he has been performing the required out-of-title duties as a Senior Maintenance Repairer from May 2013 to August 2015. 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 and his provisional experience after the closing date, for eligibility purposes only, and to admit him to the examination.

### ORDER

Therefore, it is ordered that the appeal be granted, the cancellation of the examination be rescinded and Joseph Raymond'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: Joseph Raymond  
Jim Van Kruiningen  
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: <b>PM2208T</b> TITLE: <b>SENIOR WATER TREATMENT PLANT OPERATOR</b> ISSUE DATE: <b>October 01, 2015</b> TITLE CODE: <b>03647/ VBRBR2</b> JURISDICTION: <b>FAIR LAWN</b> DEPARTMENT: <b>PUBLIC WORKS</b>	WEIGHT CODE: * SALARY: <b>\$76,646.00 - \$82,351.00</b> CLOSING DATE: <b>October 21, 2015</b> JURISDICTION CODE: <b>N02170012</b>
Visit <a href="http://www.state.nj.us/csc">www.state.nj.us/csc</a> And select "Job Announcements" to view this announcement and to file an application	
<p><b>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):</b></p> <p style="text-align: center;"><b>Water Treatment Plant Operator 04296</b></p> <p><b>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:</b></p> <p>Experience: Two (2) years of experience in operating, adjusting, regulating, repairing, and maintaining pumps, valves, electric motors, and other electrical and mechanical equipment of the type used in a water treatment plant, pumping station, or filtration plant.</p> <p>License: Appointees are required to possess a valid Public Water Treatment Operator T-2 license issued by the New Jersey Department of Environmental Protection. Proof of the license must be submitted to the appointing authority prior to appointment. Failure to do so will result in rejection from the examination process.</p> <p>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.</p>	
<b>IMPORTANT INFORMATION</b>	
<ol style="list-style-type: none"> <li>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.</li> <li>2. <b>ONLY ON-LINE APPLICATIONS WILL BE ACCEPTED. YOU MUST COMPLETE YOUR APPLICATION IN DETAIL.</b> 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.</li> <li>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.</li> <li>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 <b>SHALL BE SEPARATED FROM THE PROVISIONAL TITLE.</b></li> <li>5. In accordance with Public Law 2010 c.26, <b>Veterans pay a reduced application fee of \$15.00</b> 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. <b>PLEASE NOTE THIS REDUCED FEE DOES NOT APPLY TO PUBLIC SAFETY TITLES.</b> (i.e. Police, Fire, Corrections and Sheriff).</li> <li>6. <b>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: <a href="mailto:OAS.support@csc.state.nj.us">OAS.support@csc.state.nj.us</a> 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.</b></li> </ol>	

DPF-256A \* Revised 03/09