



B-31

In the Matter of Crystal Charley,
Executive Assistant 3 (PS3883P),
Juvenile Justice Commission

**STATE OF NEW JERSEY
FINAL ADMINISTRATIVE
ACTION
OF THE
CIVIL SERVICE COMMISSION**

CSC Docket No. 2017-3174

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Examination Appeal

ISSUED: APR 24 2017 (CSM)

Crystal Charley appeals the determination of the Division of Agency Services (Agency Services) which found that she was below the minimum requirements in experience for the promotional examination for Executive Assistant 3 (PS3883P), Juvenile Justice Commission.

The examination at issue was announced with specific requirements that had to be met as of the closing date of November 21, 2016 (see attached). A total of two employees applied for the subject examination that resulted in a list of one eligible with an expiration date of April 5, 2020.

The appellant indicated on her application that she was provisionally serving in the title under test from February 2016 to the closing date, November 2016. She also listed experience as a Family Service Specialist 2, a House/Facility Manager and an Assistant Manager with National Mentor Network, a Clinical Case Manager with Crossroads Programs, a Children’s Crisis Intervention Specialist with Steininger Behavior Care Services, a Youth Rehabilitative Treatment Specialist with Ferris School for Boys, and a Case Manager with Atlanticare. The appellant also indicated possession of a Bachelor’s degree and a Master’s degree. Agency Services credited the appellant for her Master’s degree and nine months of experience based on her service as a House/Facility Manager, but determined that the remainder of her experience was not applicable.

On appeal, the appellant clarifies her provisional experience in the title under test and her extensive experience in the private sector. She also notes that

she possesses a Master's degree in Business Administration which can be substituted for one year of the required experience.

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:1-1.2(c) provides that a rule may be relaxed for good cause, in a particular circumstance, in order to effectuate the purposes of Title 11A of the New Jersey Statutes Annotated.

CONCLUSION

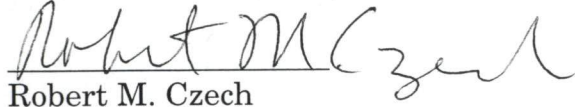
Initially, Agency Services correctly determined that the appellant was not eligible for the subject examination. On her original application, the appellant simply copied the duties from the job specification in describing her provisional experience in the title under test. On appeal, the appellant details specific duties she performs assisting the Directors of the Office of Local Programs and Services and the Office of Education. Under *N.J.A.C.* 4A:4-2.1(g), the Civil Service Commission (Commission) can accept clarifying information in eligibility appeals. *N.J.A.C.* 4A:4-2.1(f) provides that an application may only be amended prior to the announced closing date. For example, information submitted on appeal pertaining to duties in a given position that expands or enlarges information previously submitted is considered clarifying and is accepted. However, any documentation indicating work in a setting that was not previously listed on an application or resume cannot be considered after the closing date. Thus, the Commission can only consider information provided on appeal regarding the positions listed on the appellant's original application. According to agency records, the appellant continues to serve provisionally in the title under test and the list is incomplete as it contains the name of one eligible. Under these circumstances, good cause exists to accept the clarification of the appellant's experience as well as her provisional experience in the title under test after the announced closing date and admit her to the subject examination.

ORDER

Therefore, it is ordered that this appeal be granted 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
19TH DAY OF APRIL, 2017



Robert M. Czech
Chairperson
Civil Service Commission

Inquiries
and
Correspondence

Director
Division of Appeals
and Regulatory Affairs
Written Record Appeals Unit
Civil Service Commission
P.O. Box 312
Trenton, New Jersey 08625-0312

Attachment

- c. Charley Crystal
Josie Piccolella
Kelly Glenn
Records Center

NEW JERSEY CIVIL SERVICE COMMISSION-STATE SERVICE

PROMOTIONAL ANNOUNCEMENT

\$25.00 PROCESSING FEE REQUIRED
 Make Check/Money Order Payable to NJCSC

SYMBOL: **PS3883P**

WEIGHT CODE: *

TITLE: **EXECUTIVE ASSISTANT 3**SALARY: **\$58,751.00 - \$83,581.00**ISSUE DATE: **November 01, 2016**CLOSING DATE: **November 21, 2016**TITLE CODE: **59916/KPRXR7**CLASS CODE: **26**DEPARTMENT: **JJA/LAW & PUBLIC SAFETY**UNIT SCOPE: **P380 Juvenile Justice Commission (Commission-wide)**

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 are currently serving in a title to which the announcement is open and have an aggregate of one year of continuous permanent service as of the closing date in the following title(s):

Executive Assistant 4

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 possess the required education may substitute experience as indicated below on a year for year basis.

Experience: Three (3) years of experience in program management with responsibility for planning, organizing, coordinating, staffing, reporting, and budgeting or in assisting an executive with program development and implementation.

A Master's degree in public administration, business administration, management or other closely related field may be substituted for one (1) year of 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 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 the department and unit scope, 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- and part-time permanent employees. If an employment list results from this announcement, it may be certified to fill full-time and part-time positions. If 35- and 40-hour positions are used within the unit scope, 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 Department of Military and Veterans Affairs (DMAVA) (as defined by N.J.S.A. 11A:5-1 et seq.). Those claiming Veterans Preference but have not yet received approval from DMAVA must pay the full application fee and may request a refund if the claim is approved at least 8 days prior to the issuance of this eligibility list. PLEASE NOTE THIS REDUCED FEE DOES NOT APPLY TO PUBLIC SAFETY TITLES.
6. SPECIAL NOTE TO ALL APPLICANTS Please make sure you are assigned to the unit scope indicated above. If you do not know your unit scope assignment, please contact your Human Resource Office. If you file an application for this announcement and you are not assigned to the unit scope indicated above, YOU WILL BE FOUND INELIGIBLE FOR THIS EXAM AND YOUR APPLICATION FEE WILL NOT BE REFUNDED.
7. 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 or call (609) 292-4144. Please note that application support requests received outside regular business hours on the closing date will not change the application filing deadline so PLEASE FILE EARLY.
8. Application fees submitted via personal check or money order must be postmarked within five (5) business days of submitting your application. If your fee is postmarked after five (5) business days, or is returned as invalid, you will be declared ineligible and denied admittance to the examination process.

DPF-256A * Revised 03/09