



STATE OF NEW JERSEY

In the Matter of Jason Allen,
Administrative Analyst 3 (PS4560P),
Department of Law and Public Safety

**FINAL ADMINISTRATIVE ACTION
OF THE
CIVIL SERVICE COMMISSION**

CSC Docket No. 2018-268

Examination Appeal

ISSUED: APRIL 6, 2018 (JET)

Jason Allen appeals the determination of the Division of Agency Services (Agency Services) that he did not meet the experience requirement for the promotional examination for Administrative Analyst 3 (PS4560P), Department of Law and Public Safety.

The promotional examination was announced with specific requirements which had to be satisfied by the March 21, 2017 closing date. The requirements were graduation from an accredited college or university with a Bachelor's degree, and three years of experience involving the review, analysis, and evaluation of budget, organization, administrative practices, operational methods, management operations, or data processing applications, or any combination thereof, which shall have included responsibility for the recommendation, planning and/or implementation of improvements in a business or government agency. It was noted that applicants who possessed a Master's degree in Public Administration, Business Administration, Economics, Finance, or Accounting could be substituted for one year of the above indicated experience. One candidate was admitted and the resultant eligible list promulgated on July 20, 2017. One certification was issued and no appointments have been made.

On his application, the appellant indicated that he possessed a Bachelor's degree and a Master's degree in Business Administration. Agency Services credited him with one year of applicable experience for his education pursuant to the substitution clause. Further, the appellant listed that he served as a provisional Administrative Analyst 3 from December 2016 to the March 21, 2017 closing date,

as a part-time Municipal Utilities Authority (MUA) Board Member from September 2015 to March 2017, and as a part-time Council member from January 2011 to March 2017. He also listed that he served as an Environmental Specialist 2 from June 2014 to December 2016, as a Loan Assistant from June 2004 to August 2004, and as a Program Technician from June 2002 to May 2003. Agency Services credited the appellant with one month of pro-rated applicable experience for his service as a MUA Board Member and with seven months of pro-rated applicable experience for his service as a Council member. However, it did not credit him with any other applicable experience. Agency Services noted that the duties the appellant listed for his work as a provisional Administrative Analyst 3 were primarily focused on grant-related experience. As such, his provisional experience in the subject title was not accepted. Accordingly, Agency Services determined that the appellant was not eligible for the examination as he lacked one year and four months of applicable experience.

On appeal, the appellant maintains that he is qualified for the examination. In support, he submits a letter from Kimberly Cenno, Bureau Chief, Division of Water Monitoring and Standards, Bureau of Environmental Analysis, Restoration and Standards, Department of Environmental Protection. Cenno states that the appellant served in her unit from January 2005 to August 2011, and his duties included analyzing project proposals, recommending qualified funding for qualified recipients, reviewing budgets and spending plans for clients, providing technical guidance for the restoration of water quality, completing budget and expenditure reports, and initiating budget modifications.

Official personnel records indicate that the appellant continues to serve provisionally in the subject title.

CONCLUSION

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.

In this matter, Agency Services correctly determined that the appellant was ineligible for the subject examination. Other than the appellant's part-time experience as a MUA Board Member and as a Council member, the primary focus of the other experience listed on his application does not involve the review, analysis, and evaluation of budget, organization, administrative practices, operational methods, management operations, or data processing applications, or any combination thereof, including responsibility for the recommendation, planning, and/or implementation of improvements in a business or government agency. In order for experience to be considered applicable, it must have as its primary focus full-time responsibilities in the areas required in the announcement. *See In the Matter of Bashkim Vlashi* (MSB, decided June 9, 2004). As such, he did not meet


the requirements listed in the subject announcement. Additionally, the letter from the appellant's former Bureau Chief does not establish that he was performing Administrative Analyst 3 duties. Analyzing project proposals, recommending qualified funding, reviewing spending plans, providing technical guidance, and completing reports are not examples of work performed by an Administrative Analyst 3. Moreover, since the appellant listed on the application that he is performing grant-related work while serving in his current position as a provisional Administrative Analyst 3, it appears that the appellant's provisional position is misclassified. Accordingly, the appellant has not provided a sufficient basis to disturb Agency Services' determination in this matter.

ORDER

Therefore, it is ordered that this appeal be denied, and that the matter of the appellant's classification of his provisional position be referred to Agency Services to conduct a classification evaluation.

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 4th DAY OF APRIL, 2018



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