



STATE OF NEW JERSEY

In the Matter of Shannan Erlston,
Personnel Assistant 3 (PS4447P),
Office of the Attorney General

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

CSC Docket No. 2017-3892

Examination Appeal

ISSUED: April 6, 2018 (WR)

Shannan Erlston 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 Personnel Assistant 3 (PS4447P), Office of the Attorney General.

The subject examination was announced with a closing date of February 21, 2017 and was open to applicants who possessed a Bachelor’s degree and two years of technical experience in a personnel program of a public or private organization. Applicants not in possession of a Bachelor’s degree were permitted to substitute additional experience as indicated on a year for year basis with 30 semester hour credits being equal to one year of experience. The record indicates that an eligible list promulgated on June 1, 2017, from which the sole eligible was appointed, effective December 18, 2017.

On her application, the appellant indicated that she only possesses 16 college credits. Therefore, pursuant to the substitution clause she needed to possess six years of the indicated experience. The appellant also indicated that she worked provisionally in the subject title from September 2015 through the closing date; as a Principal Payroll Clerk from February 2003 to September 2015; as a Senior Payroll Clerk from July 2001 to February 2003; and as a Clerk Typist from July 2000 to July 2001. Agency Services credited her with six months for the 16 college credits and one year and six months for her provisional experience in the subject title. It did not credit the appellant’s experience as a Principal Payroll Clerk because her experience was not at the level of the experience required. It also did not credit any of her experience in the remaining titles as her duties in those titles were clerical

duties rather than technical duties. As such, it determined that the appellant lacked four years of the required experience and was, therefore, ineligible.

On appeal, the appellant highlights the duties she has performed since 2010 and claims that such experience satisfies the aforementioned experience requirement. Moreover, she asserts that the Civil Service Commission (Commission) previously acknowledged that she performed technical duties in a personnel program from July 2010 through March 20, 2014. *See In the Matter of Shannan Erlston, Department of Law and Public Safety* (CSC, decided April 1, 2015). Finally, the appellant asserts that good cause exists to accept this out-of-title work.

It is noted that in *Erlston, supra*, the Commission found that the appellant performed the duties of a Personnel Aide 1 from December 6, 2012 to March 20, 2014. Additionally, although the Commission noted the appellant's claim that she had performed those duties since 2010, the Commission did not find that she had performed those duties since 2010. Rather, it limited its determination that she performed those duties from December 6, 2012 to March 20, 2014.

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.

Initially, Agency Services credited the appellant with two years experience for her education and provisional experience in subject title. As noted above, the Commission previously found that the appellant performed technical duties in a personnel program from December 6, 2012 to March 20, 2014. Counting this experience, the appellant would possess three years and three months of the required six years of experience. However, the appellant also claims that she performed relevant, but out-of-title, duties from July 2010 through December 6, 2012, and contends that the Commission acknowledged this in its aforementioned decision. However, as noted above, the Commission did not find that she performed such duties from July 2010. Rather, it merely restated her argument. On appeal, the appellant fails to provide any evidence that she performed such duties from July 2010. Accordingly, even accepting the appellant's experience from December 6, 2012 to March 20, 2014, she still lacks two years and nine months of the required experience. Therefore, a thorough review of all material presented indicates that the determination of Agency Services, that the appellant did not meet the announced requirements for eligibility by the examination closing date, is supported by the record. Accordingly, the appellant has failed to support her burden of proof in this matter.

ORDER

Therefore, it is ordered that this appeal be denied.

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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