



STATE OF NEW JERSEY

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

In the Matter of Michael Miller,
Administrative Analyst 4,
Information Systems, Department of
Health

CSC Docket No. 2018-2065

Administrative Appeal

ISSUED: APRIL 6, 2018 (JET)

Michael Miller appeals the determination of the Division of Agency Services (Agency Services) which found that he was below the minimum requirements in experience for a lateral title change to the title of Administrative Analyst 4, Information Systems.

By way of background, Miller’s experience was reviewed as part of an appointment evaluation to determine if he possessed the necessary qualifications for the title of Administrative Analyst 4, Information Systems examination. Agency Services credited the appellant for his Bachelor’s degree and with four months of applicable experience for his work as a provisional Administrative Analyst 4, Information Systems. However, it did not credit him with any other applicable experience. On December 19, 2017, Agency Services issued a determination which indicated that Miller’s experience was not sufficient to meet the requirements for the Administrative Analyst 4, Information Systems title.

It is noted that the requirements for Administrative Analyst 4, Information Systems are graduation from an accredited college or university with a Bachelor’s degree, and four years of experience in work involving the review, analysis, and evaluation of the administrative, business, and/or operational policies, procedures, practices, and processes and/or the technological requirements of an organization for the purpose of revising/enhancing existing information systems and/or developing/acquiring and implementing new IT solutions and services.

On appeal, Miller provides a new resume which contains additional information pertaining to his work as a Network Administrator 2 which was not included on his original resume. In this regard, he explains that his duties as a Network Administrator 2 from May 2006 to September 2017 included, among other things, completing a yearly review of systems, performing an analysis of plans, providing guidance in developing a division helpdesk ticketing (ITR) system, writing adhoc reports pertaining to service trends, and assisting with benchmark testing of systems. He adds that his duties included initiating an evaluation of infrastructure systems, developing service windows for systems, scheduling updating of service and product requirements, developing processes for review of routine and manufactured interruption events, developing reporting and remediation processes for interruption events, and creating technology tools and policies and disseminating program information and/or technology services to service providers. His duties also included refreshing of network infrastructure, workstations, mobile devices, and products equipment, developing precursor and real-time system failure alerts, and initiating upgrades of system wide security tools.

CONCLUSION

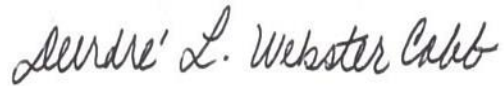
A review of the record demonstrates that Agency Services correctly determined that Miller did not meet the requirements for Administrative Analyst 4, Information Systems. In order for experience to be considered applicable, it must have as its **primary** focus full-time responsibilities in the areas required in the job specification. *See In the Matter of Bashkim Vlashi* (MSB, decided June 9, 2004). Other than his work as a provisional Administrative Analyst 4, Information Systems, *the primary focus* of the work listed on his application and resume do not include experience involving the review, analysis, and evaluation of the administrative, business, and/or operational policies, procedures, practices, and processes and/or the technological requirements of an organization for the purpose of revising/enhancing existing information systems and/or developing/acquiring and implementing new IT solutions and services. Additionally, the new resume Miller submits on appeal does not change the outcome of this matter as it does not present any information to show that the primary focus of his duties while serving as a Network Administrator 2 were those of an Administrative Analyst 4, Information Systems. Accordingly, the Division of Agency Services correctly determined that Miller did not meet the requirements for the Administrative Analyst 4, Information Systems title.

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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