

STATE OF NEW JERSEY

In the Matter of Betty Paladino, Keyboarding Clerk 2 (PM0494V), Fair Lawn

CSC Docket No. 2018-1127

FINAL ADMINISTRATIVE
ACTION OF THE
CIVIL SERVICE COMMISSION

Examination Appeal

ISSUED: April 10, 2018 (RE)

Betty Paladino appeals the determination of the Division of Agency Services (Agency Services) which found that she did not meet the experience requirements for the promotional examination for Keyboarding Clerk 2 (PM0494V), Fair Lawn.

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The subject examination was announced with a closing date of May 22, 2017 and was open to employees in the non-competitive division who had an aggregate of one year of continuous permanent service as of the closing date and who were serving in the titles Keyboarding Clerk 1 and Keyboarding Clerk 1, Bilingual in Spanish and English and who met the announced requirements. These requirements included one year of clerical experience operating an alphanumeric keyboard or typewriter to produce documents such as letters, memos, reports, charts, forms and other materials. Successful completion of a clerical training program with a minimum of 700 clerical training hours or 30 semester hour credits in secretarial science from an accredited college or university could be substituted for one year of experience. The appellant was found to be ineligible based on a lack of experience. Since there were no admitted candidates, the examination was canceled on November 5, 2017.

On her application, Paladino indicated experience as an "Administrative" with JP Morgan Chase. Official records indicate that she was regularly appointed to Keyboarding Clerk 1 on September 17, 2015, and provisionally appointed to the subject title in January 2017. A review of Paladino's duties as "Administrative" indicated that they were primarily bookkeeping and clerking, and as such, none of

this was accepted. Thus, Paladino was found to be lacking one year of applicable experience.

On appeal, Paladino states that she works as a provisional in the subject title and she provides a list of her duties for example, she indicates that she initiates purchase requisitions, processes purchasing orders, print reports to verify vendor information, processes vendor information and payments, prepares invoices, prints and provides reports, processes monthly bills, sorts and distributes mail, assists callers, orders office supplies, produces 1099 forms for vendors, prepares file retention records, and maintains office equipment. The appointing authority supports, reiterates and reaffirms these duties and asks that Paladino be admitted to the examination.

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. N.J.A.C. 4A:4-2.1(f) provides that an application may be amended prior to the announced closing date.

The appellant was correctly denied admittance to the subject examination since she lacked the required amount of qualifying experience. In the instant matter, credit was given only for clerical experience operating an alphanumeric keyboard or typewriter to produce documents such as letters, memos, reports, charts, forms and other materials. The appellant did not include her provisional position on her application and in her appeal submission provided a list of duties for this position. Her description of duties in her position as "Administrative" made no mention of experience with using a keyboard.

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 to the duties provided on appeal regarding her provisional position, the appellant listed a number of clerical duties she performs in support of processing purchase orders. However, none of them were primarily focused on operating an alphanumeric keyboard or typewriter to produce documents such as letters, memos, reports, charts, forms and other materials. Accordingly, the appellant's provisional position appears to be misclassified. Therefore, the appellant lacks one year of applicable experience by the May 2017 closing date.

The appellant was denied admittance to the subject examination since she lacked the minimum requirements in experience. An independent review of all material presented indicates that the decision of the Agency Services, that the appellant did not meet the announced requirements for eligibility by the closing

date, is amply supported by the record. The appellant provides no basis to disturb this decision. Thus, the appellant has failed to support her burden of proof in this matter.

ORDER

Therefore, it is ordered that this appeal be denied, and that the matter of the appellant's classification be referred to Agency Services for review.

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 4^{TH} DAY OF APRIL, 2018

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