



details of her duties regarding coordinating, monitoring, and advising volunteers. Therefore, she submits a copy of her resume for review.

Official records indicate that appellant was provisionally appointed to the subject title effective June 30, 2013 and is still serving in that title.

### **CONCLUSION**

*N.J.A.C. 4A:4-2.6(c)* provides that, except when permitted for good cause, applicants for promotional examinations may not use experience gained as a result of out-of-title work to satisfy eligibility requirements.

In the instant situation, Ms. Jones possessed one year and five months of applicable experience as of the closing date of December 21, 2013. It is noted that experience as a Program Analyst and Assistant Program Analyst is not applicable for the subject examination since the primary focus of these titles does not meet the requirements for the subject examination.

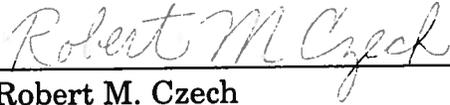
Initially, Ms. Jones was appropriately determined ineligible for the subject examination by Selection Services since she lacked four years and seven months of applicable experience as indicated above. In this regard, her experience in her position as a Program Analyst is considered out-of-title work, which, as noted above, is not generally applicable for promotional eligibility. Her experience in her position as an Assistant Program Analyst did not meet the experience requirements. Nonetheless, official records reveal that the subject examination was cancelled since appellant was the only applicant. In addition, appellant was provisionally appointed to the subject title on June 30, 2013, and is still serving in that title. As such, good cause exists to accept Ms. Jones' out-of-title work experience, for eligibility purposes only, and admit her to the subject examination.

### **ORDER**

Therefore, it is ordered that this appeal be granted, the cancellation be rescinded, and appellant's application be processed.

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 30<sup>TH</sup> DAY OF JULY 2014



Robert M. Czech  
Chairperson  
Civil Service Commission

Inquiries  
and  
Correspondence

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

Attachment

c: Jacqueline Jones  
Alan Abramowitz  
Dan Hill  
Joseph Gambino

NEW JERSEY CIVIL SERVICE COMMISSION  
 COUNTY AND MUNICIPAL GOVERNMENT SERVICES  
**PROMOTIONAL ANNOUNCEMENT**



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

SYMBOL: PC2240R

WEIGHT CODE: \*

TITLE: COORDINATOR OF VOLUNTEERS

SALARY: \$30,669.00 - \$65,156.00

ISSUE DATE: December 01, 2013

CLOSING DATE: December 21, 2013

TITLE CODE: 01371/ X8RGR2

JURISDICTION CODE: N07000011

JURISDICTION: ESSEX COUNTY

DEPARTMENT: HEALTH AND REHABILITATION

RETURN COMPLETED APPLICATIONS TO: **ONLY ON LINE APPLICATIONS  
 WILL BE ACCEPTED  
 FOR THIS ANNOUNCEMENT**

**Open to employees in the competitive division who have an aggregate of one year of continuous permanent service as of the closing date and are currently serving in the following title(s):**

**Assistant Coordinator of Volunteers 00438**

**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. If you expect to complete additional credits within four months of the closing date, you must also indicate the number of credits and expected completion 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 additional experience as indicated on a year for year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

**Experience:** Two (2) years of administrative experience in programs which involved either recruitment, selection, training, and development of employees or volunteers or provision of social service, health care, educational, welfare or other similar human services or community services.

**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.

**NOTE:** As of December 1, 2013, applications must be completed and submitted by 4:00 pm on the closing date.

**IMPORTANT INFORMATION**

1. NJAC 4A:4-2.6 states that all requirements listed must be met as of the closing date, including assignment to jurisdiction/department, and satisfying the permanent status requirement.
2. **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-time and part-time permanent employees. If an employment list results from this announcement, it may be certified to fill both full-time and part-time positions. If 35- and 40-hour positions are used within the department, 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 DMVA (as defined by N.J.S.A. 11A:5-1 et seq.), or your claim is approved by DMVA at least 8 days prior to the issuance of this eligibility list. **PLEASE NOTE THIS REDUCED FEE DOES NOT APPLY TO PUBLIC SAFETY TITLES** (i.e. Police, Fire, Corrections and Sheriff).
6. **SAVE ON POSTAGE! GO PAPERLESS! RECEIVE IMMEDIATE CONFIRMATION THAT YOUR APPLICATION HAS BEEN RECEIVED!** You can now file an application for this examination on-line. Visit the Civil Service Commission website at <http://info.csc.state.nj.us/epoa>. Select the promotional announcement and click on the link, "Click Here to file Online" at the top of the announcement. **You can now complete and submit your application and payment on-line to the Civil Service Commission and you will receive an immediate receipt confirmation!**