



B-14

STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION
OF THE
CIVIL SERVICE COMMISSION

In the Matter of Michele Bado,
Assistant Purchasing Agent, Jackson
Township

CSC DKT. NO. 2015-2964

ISSUED: NOV 09 2015 BS

The Civil Service Commission accepted and granted the attached request to accept out-of-title work, as described, in the above matter.

Michele Bado is to provide a copy of this decision with the promotional application that she submits upon examination announcement. In addition, the Division of Agency Services shall also accept applicable and documented out-of-title work experience from other promotional examination applicants.

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 5TH DAY OF NOVEMBER, 2015

Robert M. Czech
Chairperson
Civil Service Commission

Inquiries
and
Correspondence

Henry Maurer
Director
Division of Appeals and Regulatory Affairs
Civil Service Commission
P. O. Box 312
Trenton, New Jersey 08625-0312

Attachment

c: Michele Bado
Helene Schlegel
Kelly Glenn

MEMORANDUM

TO: Henry Maurer, Director
Appeals and Regulatory Affairs

FROM: Kenneth Connolly, Director
Classification and Personnel Management *Kenneth Connolly*

DATE: May 12, 2015

SUBJECT: Request to accept Out of Title Work performed by Michele Bado

A request was received from Ms. Helene Schlegel, Business Administrator in Jackson Township on April 24, 2014. The letter requested that the Civil Service Commission accept the out-of-title work experience that was performed by Ms. Michele Bado. This will enable her to be admitted to the examination for her provisional title, Assistant Purchasing Agent, (00673).

By way of background, Ms. Bado is permanently appointed to the title, Senior Purchasing Assistant, (03547), effective September 25, 2012. She was provisionally appointed to the title, Assistant Purchasing Agent, (00673), on July 1, 2013 but she was not admitted to the promotional examination as she did not meet the experience requirements. Ms. Bado was returned back to her permanent title and she completed a pre-appointment evaluation to ascertain the reasons for her ineligibility. The pre-appointment evaluation indicated that, per the substitution clause for education and experience, she lacks two years and six months of the required experience requirement. Ms. Bado does possess fifty eight (58) college credits and has received her certification as a Registered Public Purchasing Specialist, (RPPS) and Qualified Purchasing Agent, (QPA). She also possesses seven years and eleven months of out-of- title experience.

Ms. Schlegel stated that due to an administrative error in 2003, Ms. Bado was assigned to perform duties of the title, Account Clerk; however the previous administration did not appoint her to this title. Her assigned duties included preparing requisitions, checking the accuracy of purchase orders that were submitted for processing by the other departments, ordering supplies and equipment, checking in merchandise, and preparing reports. She has also solely managed the Purchasing Office since January 2011.

Based on our review of the letter from Ms. Schlegel and the submitted supporting documentation, The Division of Agency Services supports the request by Ms. Schlegel.

We are requesting that the Division of Appeals and Regulatory Affairs approve the request to grant the out of title work experience.

KC/AN/CC
Attachments



Township of Jackson

OFFICE OF THE BUSINESS ADMINISTRATOR
95 W. VETERANS HIGHWAY
JACKSON, NEW JERSEY 08527
732-928-1281
Fax: 732-928-2613

Helene Schlegel
Business Administrator

Michael Reina
Mayor

April 24, 2015

Mr. Kenneth Connolly, Director
Division of Classification and Personnel Management
NJ Civil Service Commission
PO Box 313
Trenton, NJ 08625-0313

Re: Assistant Purchasing Agent (PM1003S)
Michele Bado

Dear Mr. Connolly:

Please accept this letter as an appeal from the Township of Jackson on behalf of Michele Bado for her ineligibility for the title of Assistant Purchasing Agent (00673). Ms. Bado was deemed ineligible due to lack of required experience as per the attached letter from Roxie Wesson dated April 13, 2015. We are requesting that out of title experience be considered. According to Ms. Wesson, Ms. Bado has seven years and eleven months of out-of-title experience.

It is the Township's position that Ms. Bado does possess the necessary years of experience for the title. Attached you will find documentation from the years 2008 – 2010 which show that she has performed duties including preparation of requisitions, ordering of supplies and equipment, checking in merchandise, and preparation of reports. She also checked the accuracy of purchase orders from various departments (indicated by her initials on each P.O.). Most of our records prior to 2008 from Purchasing that would have signatures or initials have been destroyed per the records retention schedule, so we are unable to provide documentation for those years.

The Purchasing Office has been run solely by Ms. Bado since January 2011 and she has been an assistant in the office since 2003. She is qualified to perform the duties of Assistant Purchasing Agent. As a matter of fact, prior to 2011 she was paid to perform the duties of the Acting Purchasing Agent while that person was out of the office.

While we understand that out of title experience does not count toward years of experience when promoting to a new title, we believe that Ms. Bado was in the wrong title from 2003 through 2007. She was working in the Clerk series titles when she should have been in the Account Clerk series as her predecessor was. (See attached Job History for Linda Siwiec.) Ms. Bado's predecessor Linda Siwiec began her employment as an Account Clerk, and moved through that series until she became an Assistant Purchasing Agent in 2001.

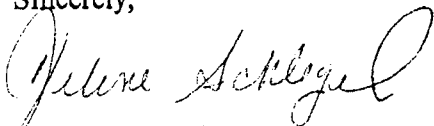
Although it predates my time and the time of my Personnel Technician here in Jackson, I believe the reason that Ms. Bado was not in the Account Clerk series is because the Purchasing Office was no longer within the Treasurer's Department when she started. In 1999 the Purchasing Office was moved from the Treasurer to Administration (prior to Ms. Bado's employment). The administration at the time felt it was only necessary to use Account Clerk titles for the Finance Office.

Had Ms. Bado been working under the Account Clerk title series, she would have four years of experience as an Account/Senior Account Clerk, and three years of experience as a Senior Purchasing Assistant. That along with her two year college degree would give her more than the required four years of experience plus two years to substitute for education.

Additionally, we would like to request that consideration be given to offer credit for the courses Ms. Bado had to take through Rutgers to receive her certification as a Registered Public Purchasing Specialist (RPPS) and Qualified Purchasing Agent (QPA). The RPPS certification was received in December 2010, and the QPA was completed in June of 2012, and she is required to take continuing education courses.

We would greatly appreciate any consideration you could give to our request. If you have any questions or need additional information regarding this matter, please do not hesitate to contact me at 732-928-1200, ext. 1210. Thank you.

Sincerely,



Helene Schlegel
Business Administrator

Cc: Denise Fluck, Personnel
Michele Bado, Asst. Purchasing Agent
Cynthia Cotton, NJ Civil Service Commission

