



Inquiries  
and  
Correspondence

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Division of Appeals and Regulatory Affairs  
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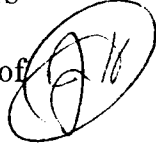
Attachment

c: James Jenkins  
Douglas Ianni  
Kelly Glenn

8/28  
**MEMORANDUM**

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TO: Nicholas Anguilo, Assistant Director,  
Division of Appeals and Regulatory Affairs

FROM: Joe Hill, Jr., Assistant Director, Division of  
Agency Services 

DATE: August 26, 2015

SUBJECT: Department of the Treasury – James Jenkins  
Out of Title Work Request - AS# 08150232

The Department of the Treasury requests acceptance of out of title work performed by the aforementioned employee so that he may qualify for a promotional examination for the title, Records Analyst 3 (P18-74201). He is permanent in the title, Data Entry Operator 3 (R14-53294).

On November 3, 2014, Mr. Jenkins submitted a classification appeal. A thorough review and analysis of all information and documentation submitted was performed by the Division of Agency Services. It was determined that Mr. Jenkins' position would be properly classified as a Records Analyst 3 rather than his current permanent title of Data Entry Operator 3, effective November 29, 2014.

The requirements for the title, Records Analyst 3 are: graduation from an accredited college or university with a Bachelor's degree and one (1) year of experience involving the review, analysis, and evaluation of records management systems, administrative practices, and recommendation of improved methods in a business, government agency, or archives. NOTE: Applicants who do not possess the required education may substitute additional experiences as indicated on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

On June 15, 2015, the Division of Agency Services' Eligibility Unit found that Mr. Jenkins' did not qualify for the Records Analyst 3 title because he has twenty-eight (28) credits. He needs four (4) years one (1) month of additional experience per the substitution for education clause. He received seven (7) months of experience while serving as Data Entry Operator 3 per the Classification Appeal determination. He did not receive credit for any other experience submitted with his application.

Therefore, Mr. Jenkins lacks three (3) years, six (6) months experience. Mr. Jenkins possesses five (5) years, four (4) months experience while serving as a Data Entry Operator 3 (4/2009-07/2014); however, out-of-title work experience cannot be accepted without Civil Service Commission Board approval.

The Department of the Treasury submitted a request for a review of the credentials to see if Mr. Jenkins meets the requirements for the Records Analyst 3 title. By way of background, in 2012, the function of the Records Management Unit was transferred from the Department of State to the Department of the Treasury, Division of Revenue & Enterprise Services (DORES). Mr. Jenkins continues to perform duties related to a Records Analyst 3 due to operational needs. He has extensive knowledge in the research of State, County and Municipal Records Disposition Requests and Schedules which require him to interpret Administrative Codes. In addition, Mr. Jenkins is responsible for conducting two (2) client site visits per week and provides Division management with a report with recommendations pertaining to retention schedules and record disposals.

The Department of the Treasury has certified the duties performed by Mr. Jenkins in a memo from Douglas J. Ianni, Human Resources Officer.

The Division of Agency Services concurs that there is more than a valid basis for out of title work sufficient for eligibility purposes.

Attached are copies of all pertinent documents in support of our recommendation to the Division of Appeals and Regulatory Affairs.

JR/rmd

Enclosures



RMD 8/20/15

CHRIS CHRISTIE  
Governor

KIM GUADAGNO  
Lt. Governor

State of New Jersey  
DEPARTMENT OF THE TREASURY  
DIVISION OF ADMINISTRATION  
HUMAN RESOURCES  
PO Box 210  
TRENTON NJ 08625-0210

ROBERT A. ROMANO  
Acting State Treasurer

MEMORANDUM

July 27, 2015

08/23/15  
BY [signature]

TO: Joe Hill, Assistant Division Director  
Civil Service Commission

FROM: Douglas J. Ianni *DJI/wlb*  
Human Resources Officer

*08/20/15*

SUBJECT: Request Waiver for James Jenkins to Accept Out-of-Title Work Experience

This is to request that you petition the Civil Service Commission to accept the "out-of-title" work experience of James Jenkins to qualify him for a promotional examination for the title of Records Analyst 3 (P18/74201). His announcement has not been announced yet because he would not be eligible until his experience is deemed acceptable since the examination will be open to full open competitive requirements.

As a result of a Classification Appeal that was submitted by Mr. Jenkins, a thorough review and analysis of all information and documentation submitted was performed by the Civil Service Commission which determined that his position would be properly classified as a Records Analyst 3 rather than his current permanent title of Data Entry Operator 3. The function of the Records Management Unit was transferred from the Department of State to the Department of the Treasury, Division of Revenue & Enterprise Services in 2012. Mr. Jenkins continues to perform duties related to a Records Analyst 3 due to operational needs. He has extensive knowledge in the research of State, County and Municipal Records Disposition Requests and Schedules which require him to interpret and articulate Administrative Codes. In addition, Mr. Jenkins is responsible for conducting two (2) client site visits per week and provides division management with a report with recommendations pertaining to retention schedules and record disposals.

A pre-determination (copy attached) was submitted to Agency Services which reveals that Mr. Jenkins does not meet the full open competitive requirements, but that he does possess five (5) years and four (4) months of "out-of-title" related work experience. Unfortunately, Mr. Jenkins PAR standards were never revised to reflect the "out-of-title" work related duties that he has been performing for the last several years. The attached supervisory documentation clearly states the specific job duties that Mr. Jenkins has been performing which we feel is sufficient justification for this request.

We are requesting that Mr. Jenkins's "out-of-title" work experience be accepted so that he will be eligible to file an application and subsequently sit for his promotional examination. Your cooperation in this matter is appreciated. If you need additional information, please call Wendy Banka, of my staff at (609) 984-7523.

DJI:wlb  
Attachments  
c: L. Budzinski

