



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: Bryon Wright  
Douglas Ianni  
Kelly Glenn

17  
4/17

# MEMORANDUM

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

FROM: Joe Hill, Jr., Assistant Division Director  
Classification and Personnel Management 

DATE: April 24, 2015

SUBJECT: Department of the Treasury – Bryon Wright  
Out of Title Work Request/Rule Relaxation, AS Log# 04150120

The Department of the Treasury requests acceptance of out of title work experience by the aforementioned employee so that he may qualify for a prospective promotional examination for, Technical Assistant Management Information Systems (A13-53096). Mr. Wright is permanent in the Non-Competitive title, Repairer (O11-41242). Additionally, the Department of the Treasury is requesting a Rule Relaxation of N.J.A.C. 4A:4-1.1(c)1 permitting the movement for Mr. Wright from an unrelated Non-Competitive title of Repairer to the Competitive title Technical Assistant Management Information Systems.

By way of background, Mr. Wright has been performing out-of-title work for the Division of Revenue & Enterprise Services (DORES), Networking Services unit since November 2010. In early 2010, Network Services needed additional staff to balance the increasing workload in the unit. OTT/DORES inherited the IT functions for the Department of State, Division of Lottery, Higher Education and New Jersey Parole Board (NJPB) during this timeframe. Also, internal/DORES projects developed such as the following: network infrastructure upgrades, updating the 50 W. State Street Data Center and more recently the Treasury Revitalization project which included updating core Ethernet and SAN switches, various campus and remote sites.

On appeal, it was determined by the Division of Agency Services that Mr. Wright's position was properly classified as a Technical Assistant Management Information Systems, effective July 12, 2014.

This title requires completion of sixty (60) semester hour credits from an accredited college or university. Additionally per the substitution clause: Two (2) years of experience in the gathering, retrieval, maintenance, compilation, and distribution of technical information in a public or private organization may be substituted for the above education requirement. Or, twenty-four (24) semesters hours credits in data processing from an accredited college or university may be substituted for up to two (2) years of the required education and/or experience.

A pre-appointment evaluation was performed by the Division of Selections Services which determined that Mr. Wright does not meet the open competitive requirements for the position because he does not possess the required sixty (60) college credits. Therefore, he lacks a total of two (2) years of required experience per the substitution clause. Mr. Wright does possess four (4) years and one (1) month of out-of-title work experience, serving in the title of Technical Assistant Management Information Systems; however out-of-title work experience cannot be accepted without Civil Service Commission Board approval.

The Department of the Treasury has certified the duties performed, commencing in November 2010, by Mr. Wright in a memo from Christopher Trappe, Chief of Staff, are consistent with the title, Technical Assistant Management Information Systems (A13-53096).

In addition, a relaxation of N.J.A.C. 4A:4-1.1(c) 1 was also requested in order to permit the provisional appointment of Mr. Wright to the title of Technical Assistant Management Information Systems and to become eligible for the prospective promotional announcement. A review of the unit scope U337- Revenue and Enterprise Services/Technology revealed that there is no promotional list nor is there a pending announcement within this unit scope. The Department of Treasury currently has another employee who is serving provisionally as a result of a classification appeal; therefore, the Department will not submit a proposed promotional announcement request until a decision is rendered by the Civil Service Commission regarding this rule relaxation request. Attached is a list of current employees that may be eligible to file for the promotional announcement.

*N.J.A.C.* 4A:4-1.1(c) provides that a promotion may be authorized through promotional examination procedures from the non-competitive division of permanent employees who meet the open competitive requirements to: 1) a related entry level title in the competitive division; or 2) in appropriate situations, to a related above-entry level title in the competitive division.

*N.J.A.C.* 4A:4-2.5(d) states that when a promotion is to be made from the non-competitive division of the career service to a related title in the competitive division of the career service, the examination shall be open to all permanent employees who meet one of the following:

1. Serving in the next lower or next two lower in-series non-competitive titles and possessing the complete open competitive requirements; or
2. Serving in all related non-competitive titles and possessing the complete open competitive requirements.

*N.J.A.C.* 4A:1-1.2(c) provides that a rule may be relaxed for good cause in a particular circumstance in order to effectuate the purposes of Title 11A, New Jersey Statutes.

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.

Enclosures

JR/rmd



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

**CHRIS CHRISTIE**  
 Governor

**KIM GUADAGNO**  
 Lt. Governor

**ANDREW P. SIDAMON-ERISTOFF**  
 State Treasurer

*04/30/15*

**MEMORANDUM**

April 8, 2015

*Received  
 APR 14 2015  
 BY CSC/SLO*

*RD 4/9/15*

**TO:** Joe Hill, Assistant Division Director  
 Civil Service Commission

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

**SUBJECT:** Request Waiver for Bryon Wright 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 Bryon Wright to qualify him for a promotional examination for the title of Technical Assistant Management Information Systems (A13/53096). We currently have another employee serving provisionally, therefore this announcement will not be issued until Mr. Wright's experience is deemed acceptable. This examination will be open to full open competitive requirements. In addition, a request for a rule relaxation (copy attached) to permit the movement from the non-competitive title Repairer to the competitive title Technical Assistant Management Information Systems is being submitted to CSC for consideration.

As a result of a Classification Appeal that was submitted by Mr. Wright 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 Technical Assistant Management Information Systems rather than his current permanent title of Repairer. Due to budget constraints and staff shortages within the Division of Revenue & Enterprise Services, it was necessary for Mr. Wright to assume out-of-title duties and responsibilities. He has extensive technical knowledge in the configuration and installation of Cisco workgroup switches, troubleshooting and solving complex user LAN and WAN connectivity issues which include conducting site visits.

A pre-determination (copy attached) was submitted to Agency Services which reveals that Mr. Wright does not meet the full open competitive requirements, but that he possesses four years and one month of applicable out-of-title related work experience. The attached supervisory documentation and copies of his PES agreements further support his "out-of-title" work experience.

We are requesting that Mr. Wright'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  
 K. Connolly