

B-35



STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION
OF THE
CIVIL SERVICE COMMISSION

In the Matter of Stephen Matis,
Manager 3 Fiscal Resources
(PS9630G), Department of
Environmental Protection

Examination Appeal

CSC Docket No. 2015-3220

ISSUED: NOV 10 2015 (RE)

Stephen Matis, a Supervising Auditor with the Department of Environmental Protection, appeals the determination of the Division of Agency Services (DAS) that he does not meet the experience requirements for promotional examination for Manager 3 Fiscal Resources (PS9630G), Department of Environmental Protection.

The subject promotional examination announcement was issued with a closing date of January 21, 2015 and was open to employees in the competitive division who were serving in the title Manager 2 Fiscal Resources and had an aggregate of one year of continuous permanent service as of the closing date or to employees in the competitive division who had an aggregate of one year of continuous permanent service as of the closing date in any competitive title and met the announced requirements. These requirements included graduation from an accredited college or university with a Bachelor's degree in Economics, Finance, Business Administration, Accounting, or Public Administration, with a minimum of 21 semester hour credits in finance, economics, and/or accounting courses AND seven years of experience in work involving fiscal management, which shall have included public finance, auditing, budgeting, and accounting. Three years of the required experience shall have been in a supervisory capacity. Possession of a valid New Jersey certificate as a Certified Public Accountant or a registration as a Public Accountant issued by the New Jersey Board of Public Accountants could be substituted for the Bachelor's degree. A general Bachelor's degree supplemented by a minimum of 21 semester hour credits in Finance, Economics, and/or Accounting courses and two years of experience in fiscal management which shall have included

public finance, auditing, budgeting, and accounting could be substituted for the education.

On his application, Mr. Matis indicated that he possessed a Bachelor's degree and he listed five positions on his application and the resume attached to his application. Mr. Matis met the educational requirements but was found to have not met the experience requirements for the position. Specifically, DAS found that his experience as an Auditor 2 and 3, and as an Auditor Accountant Trainee, was not at the level and scope of that described in the requirement. As such, he was found to be lacking 3 years of general experience.

On appeal, Mr. Matis states that he has been employed with permanent status since his initial hiring date in December 2005. He states that even if his experience in the Trainee position was not considered, he still has seven years of required experience. He submits a DAS determination letter dated February 28, 2011 which indicated that the duties of his position were commensurate with the title Supervising Auditor, and his position was reclassified to that title, effective February 12, 2011. The appellant maintains that he now exceeds the required 3 years of supervisory experience.

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.

CONCLUSION

The Manager, Fiscal Resources title, of which there are three levels, defines positions which manage an organizational unit, authorize payment, provide administrative support services for other units or departments, develop fiscal projections, approve transfer of monies, evaluate financial condition or status, monitor internal audit systems, develop budget expenditure projections, and consult with vendors and contractors. Fiscal management is the development and management of financial systems through responsible stewardship of fiscal resources. The fiscal manager maintains fiscal records and procedures to provide protection for resources, records and procedures, and to promote economy, effectiveness and efficiency.

Mr. Matis's experience as a provisional in the subject title, and as a Supervising Auditor were accepted. However, DAS concluded that his experience as an Auditor 2 and 3, and as an Auditor Accountant Trainee were not at the level and scope of the announced experience requirement. It is noted that experience in a trainee title allows time for the incumbent to learn the duties of the position. Trainees are assigned a limited number of duties which are performed under close supervision.

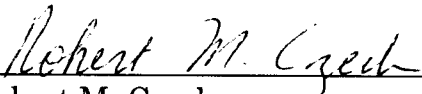
The job specification for the subject title indicates that experience in fiscal management should include work in public finance, auditing, budgeting, *or* accounting, while the announcement indicated that it should include work in public finance, auditing, budgeting, *and* accounting. The work of Auditors 2 and 3 is considered to be "experienced," and incumbents are expected to complete the full range of duties typically associated with the assignments, and perform under limited or general supervision. The announcement did not indicate a level and scope of fiscal management, and an Auditor's duties are consistent with fiscal management. The appellant's descriptions of duties while in the titles Auditor 2 and 3 are consistent with performing the full range of duties of the title, and he possesses at least an additional 3 years in these titles. Based on the particular circumstances presented, Mr. Matis meets the minimum experience requirement.

ORDER

Therefore, it is ordered that this appeal be granted, the examination cancellation be rescinded, and the 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
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
Written Record Appeals Unit
P. O. Box 312
Trenton, New Jersey 08625-0312

c: Stephen Matis
 Deni Gaskill
 Kelly Glenn
 Kenneth Connolly
 Joseph Gambino