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STATE OF NEW JERSEY

In the Matter of Denise Loffredo, Administrative Secretary/Office Services Manager (PC0003U), Mercer County

CSC Docket No. 2017-20

FINAL ADMINISTRATIVE ACTION OF THE CIVIL SERVICE COMMISSION

Request for Administrative Relief

ISSUED: **DEC** 1 3 2016

(RE)

The Division of Agency Services (DAS), on behalf of Mercer County, requests that Denise Loffredo's out-of-title work experience in the title Administrative Clerk be accepted to qualify her for the promotional examination for Administrative Secretary/Office Services Manager (PC0003U), Mercer County.

By way of background, Ms. Loffredo was appointed to the title Confidential Secretary in the unclassified division on February 23, 2004. Ms. Loffredo filed an application for the subject examination and was found ineligible. On the application, she listed one title, Administrative Secretary/Office Services Manager from January 1999 to January 2016 ten times, with different sets of duties. Official records indicate she was an Administrative Secretary/Office Services Manager from August 2015 to the January 2016 closing date, an Administrative Clerk from June 2008 to July 2015, a Confidential Secretary from February 2004 to June 2008, a Keyboarding Clerk 2 from February 2002 to February 2004 and a Keyboarding Clerk 1 from January 1999 to February 2002. As Ms. Loffredo was the sole applicant, the examination was cancelled on June 17, 2016.

As this is a "dual" title, there were two sets of requirements: five years of experience in the capacity of a secretary to an executive or administrative official in a public or private organization which shall have included stenography and transcribing AND five years of experience in the supervision of two or more office services functions involving records management, printing or duplication services, mail and messenger services, equipment maintenance and repair, procurement and supply, or other related functions in support of office operations and services.

Successful completion of a two year program in secretarial science at an accredited college and university could be substituted for two years of the first experience requirement. Five years of experience in the analysis, evaluation, development, and improvement of office practices, methods, and procedures could be substituted for the second experience requirement. Ms. Loffredo was found to possess sufficient experience for Office Services Manager, the second requirement. She possessed four years, five months of in-title work for the first experience requirement, but additional experience was gained out of title while she was an Administrative Clerk. DAS requests a rule relaxation to permit Ms. Loffredo's out-of-title work to be accepted. DAS states that Ms. Loffredo is currently serving provisionally in the title, and there are no existing open competitive, regular reemployment or special reemployment lists for the title.

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. N.J.A.C. 4A:4-2.6(c) provides in pertinent part that applicants for promotional examinations with open competitive requirements may not use experience gained as a result of out-of-title work to satisfy the requirements for admittance to the examination or for credit in the examination process, unless good cause is shown for an exception.

CONCLUSION

In the present matter, Ms. Loffredo has six months of experience in her provisional position, which meets the requirements for both titles. The appointing authority has stated that Ms. Loffredo performed out-of-title duties and DAS found that she has accrued at least an additional one month of applicable experience when including out-of-title work as an Administrative Clerk. With the acceptance of this out-of-title work, Ms. Loffredo possesses the required experience. The examination was not competitive, with no admitted candidates, and Ms. Loffredo remains in her provisional position in the subject title. Thus, based on the documentation submitted and under these circumstances, good cause exists to accept Ms. Loffredo's out-of-title work experience to satisfy the requirements for this examination.

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 7th DAY OF DECEMBER, 2016

Robert M. Czech

Chairperson

Civil Service Commission

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and

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