



STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION
OF THE
CIVIL SERVICE COMMISSION

In the Matter of Patricia Panaro,
Contract Administrator 1
(PS1178P), Department of
Law and Public Safety

Examination Appeal

CSC Docket No. 2016-2004

ISSUED: JAN 23 2017 (RE)

Patricia Panaro appeals the determination of the Division of Agency Services (DAS) that she did not meet the experience requirements for the promotional examination for Contract Administrator 1 (PS1178P), Department of Law and Public Safety.

The subject promotional examination announcement was issued with a closing date of August 21, 2015 and was open 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, and two years of experience involving contract/grant work, project financing, construction management, fiscal administration, social service administration, and/or budget and management operations of a government or business entity, one year of which shall have involved responsibility for some aspect of contract/grant administration. A Master's degree in Accounting, Finance, Business Administration, Public Health, Public Administration, Hospital Administration, or Social Work (with concentration in Health, Administration and or Social Policy) could be substituted for one year of basic experience. However, there was no substitution for one year of experience involving responsibility for some aspects of contract/grant work. Applicants who did not possess the required education could substitute applicable experience on a year for year basis with 30 semester hour credits being equal to one year of experience. As the appellant was the sole applicant, the examination was cancelled on December 16, 2015.

On her application, Ms. Panaro indicated that she possessed a Bachelor's degree and she listed two positions on her application: Administrative Analyst 3 Grants Program Manager with the Division of State Police, and Divisional Planner Analyst with Burlington Coat Factory. Official records indicate that the appellant was an Administrative Analyst 3¹ from December 2013 to May 2015, and a provisional Contract Administrator 1 to the August 2015 closing date. Ms. Panaro met the educational requirements, and the general experience requirement, but was found to have not met the specific experience requirement of one year of which shall have involved responsibility for some aspect of contract/grant administration.

On appeal, Ms. Panaro states that she has had the functional title of Grants Program Manager while in her Administrative Analyst 3 title. She states that she was responsible for all aspects of 30 grants, from inception of writing through the administration of the lifecycle, and reporting to FEMA or DOT all administrative activity completed by herself or the New Jersey State Police on behalf of the grant, down to the final payouts and close out and all applicable closeout required contracts and proof of payments. She states that she performed this work for 18 months. She also provides duties for her Divisional Planner Analyst position, however, those duties are not related to contract/grant administration.

CONCLUSION

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.

At the outset, it is noted that qualifying experience has the announced experience as the primary focus. A review of the appellant's duties as listed on her application compare favorably to the job definition for Administrative Analyst 2. The appellant did not list her provisional position separately from her Administrative Analyst 2 position, but provided one list of duties for both. In her appeal, she submits additional duties which pertain to her provisional position and the appellant had accrued four months of the required specific experience in her provisional position by the closing date. If the appellant was involved in contract/grant administration in her Administrative Analyst 2 position, it was not the primary focus based on the description of duties in her application. In sum, the appellant met the education and general experience requirements, but lacked eight months of specific experience in contract/grant administration. Nonetheless, the appellant is still serving as a provisional appointee and she has accrued at least an additional eight months of experience since the closing date in August 2015. Based on the particular circumstances presented, good cause has been established to relax the provisions of *N.J.A.C.* 4A:4-2.6(a)2 to accept the appellant's additional experience beyond the closing date, for eligibility purposes only, and admit her to the examination.

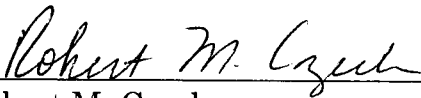
¹ Currently, Administrative Analyst 2 based on a reorder of the titles in the series.

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
ON THE 18th DAY OF JANUARY, 2017



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