

B-33



STATE OF NEW JERSEY

In the Matter of James Schulz,
Administrative Analyst 3,
Information Systems (PS3042P),
Department of Law and Public Safety

FINAL ADMINISTRATIVE ACTION
OF THE
CIVIL SERVICE COMMISSION

CSC Docket No. 2017-899

Examination Appeal

ISSUED: JAN 20 2017 (JET)

James Schulz appeals the determination of the Division of Agency Services (Agency Services) that he did not meet the experience requirement for the promotional examination for Administrative Analyst 3, Information Systems (PS3042P), Department of Law and Public Safety.

The promotional examination was announced with specific requirements which had to be satisfied by the June 21, 2016 closing date (see attached). The examination was cancelled on September 24, 2016, as the two applicants, including the appellant, were found ineligible for the examination.

Pursuant to the substitution cause, the appellant required seven years of applicable experience since he did not possess a Bachelor's degree. On his application, the appellant indicated that he possessed 73 college credits. Agency Services credited the appellant with two years and six months of experience for his education. The appellant also listed that he served as a provisional Administrative Analyst 3, Information Systems from July 2015 to the June 2016 closing date. Official personnel records indicate that he served as a provisional Administrative Analyst 2, Information Systems, from July 25, 2015 to October 2, 2015, and as a provisional Administrative Analyst 3, Information Systems, from October 3, 2015 to the closing date. He also listed that he served as a Communications Systems Technician 3 from September 2003 to July 2015, and as a Radio Technician from February 1983 to September 2003. Official personnel records indicate that he served as a Radio Technician from April 22, 1989 to September 5, 2003. Agency

Services credited the appellant with one year of applicable experience for his provisional work experience. However, it did not credit the appellant with any other applicable experience. Accordingly, Agency Services determined that the appellant lacked three years and six months of applicable experience.

On appeal, the appellant submits a letter from Lieutenant Kenneth J. Jones, Zone Supervisor, Information Technology Bureau, Department of Law and Public Safety. Lieutenant Jones confirms, among other things, that the appellant's duties since 2008 have included investigating incidents of missing video evidence on servers, examining CAD and DIVR records and server logs, and working with programmers and contract vendors. He states that the appellant's duties include testifying as a subject matter expert regarding DIVR functionality, implementing new technology, defining project scope, developing project plans, determining user requirements, performing detailed analysis and development, identifying risks, developing system expertise and training, assisting programmers, and completing feasibility reports. Additionally, the appellant's duties include executing scripts, testing peripheral devices, providing status updates, making recommendations to senior staff analyzing systems, software, services, policies and procedures, and evaluating performance and effectiveness. Lieutenant Jones adds that the appellant is responsible for identifying improvement issues, developing corrective actions, remediating problems, assessing changes to systems, implementing changes, and making sure that the platform meets business needs. Further, the appellant is responsible for assisting with developing Standard Operating Procedures, training programs, and training literature, completing funding requirements, and submitting recommendations for budget allocations to management as it relates to DIVR programs. The appellant's duties also include negotiating and completing request for purchase documentation for DIVR and body worn camera systems, and ensuring compliance with contract terms. Moreover, Lieutenant Jones explains that the appellant developed a project plan and implemented body cameras into DIVR infrastructure, and designed the methodology for the inclusion of body camera data into Computer Aided Dispatch video matching and SAN storage.

Official personnel records indicate that the appellant continues to serve provisionally in the subject title.

CONCLUSION

N.J.A.C. 4A:4-2.6(a)2 provides that applicants shall meet all requirements specified in the promotional announcement by the closing date. *N.J.A.C.* 4A:4-2.6(c) provides that, except when permitted for good cause, 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.

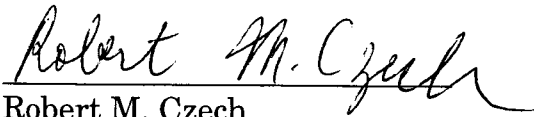
Initially, Agency Services correctly determined that the appellant was not eligible for the subject examination. Primarily performing the required duties to establish eligibility for the subject examination would be considered out-of-title work for incumbents in the Communication Systems Technician 3 and Radio Technician titles. However, the Zone Supervisor, Technology Bureau, Department of Law and Public Safety, has verified that the appellant has been performing the required duties of the subject title since 2008. Further, the appellant continues to serve as a provisional Administrative Analyst 3, Information Systems, and the examination was cancelled due to lack of qualified applicants. Under these circumstances, good cause exists to accept the appellant's out-of-title work experience for eligibility purposes only, and admit him to the examination.

ORDER

Therefore, it is ordered that this appeal be granted, the cancellation of the examination be rescinded and the appellant's application be processed for prospective employment opportunities only.

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



Robert M. Czech
Chairperson
Civil Service Commission

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and
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c: James Schulz
Jessica Chianese
Kelly Glenn
Records Center

NEW JERSEY CIVIL SERVICE COMMISSION-STATE SERVICE
PROMOTIONAL ANNOUNCEMENT



\$25.00 PROCESSING FEE REQUIRED
 Make Check/Money Order Payable to NJCSC

SYMBOL: PS3042P	WEIGHT CODE: *
TITLE: ADMINISTRATIVE ANALYST 3 INFORMATION SYSTEMS	SALARY: \$64,677.00 - \$92,012.00
ISSUE DATE: June 01, 2016	CLOSING DATE: June 21, 2016
TITLE CODE: 50075G/FURXR2	CLASS CODE: 26
DEPARTMENT: LPP/LAW & PUBLIC SAFETY	
UNIT SCOPE: P640 State Police/Records & ID Section - Criminal Justice Records Bureau	

Visit www.state.nj.us/csc
 And select "Job Announcements"
 to view this announcement and to file an application

Open to employees in the competitive division who are currently serving in a title to which the announcement is open and have an aggregate of one year of continuous permanent service as of the closing date in the following title(s):

Administrative Analyst 2 Information Systems

Or to employees in the competitive division who have an aggregate of one year of continuous permanent service as of the closing date in any competitive title and meet the requirements listed below:

Education: Graduation from an accredited college or university with a Bachelor's degree. You must indicate either possession of a degree or total number of college credits completed to date on your application. Foreign degrees/transcripts must be evaluated by a recognized evaluation service.) Failure to do so will result in rejection from the examination process.

Applicants who do not possess the required education may substitute experience as indicated below on a year for year basis.

Experience: Three (3) years of experience in work involving the review, analysis, and evaluation of the administrative, business, and/or operational policies, procedures, practices, and processes and/or the technological requirements of an organization for the purpose of revising/enhancing existing information systems and/or developing/acquiring and implementing new IT solutions and services.

Note: A Master's degree in Public Administration, Business Administration, Computer Science, Information Technology, Software Engineering, Information Security, Network Administration, or Database Management from an accredited college or university may be substituted for one (1) year of the indicated experience. (Foreign degrees/ transcripts must be evaluated by a recognized evaluation service.) Failure to do so will result in rejection from the examination process.

License: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle rather than employee mobility, is necessary to perform the essential duties of the position. The responsibility for ensuring that employees possess the required motor vehicle license, commensurate with the class and type of vehicles they operate, rests with the Appointing Authority.

IMPORTANT INFORMATION

1. NJAC 4A:4-2.6 states that all requirements listed, including assignment to the department and unit scope, must be met as of the closing date.
2. ONLY ON-LINE APPLICATIONS WILL BE ACCEPTED. YOU MUST COMPLETE YOUR APPLICATION IN DETAIL. Your score may be based on a comparison of your credentials with the job requirements. Failure to complete your application properly may lower your score or cause you to fail.
3. This examination is open to full- and part-time permanent employees. If an employment list results from this announcement, it may be certified to fill full-time and part-time positions. If 35- and 40-hour positions are used within the unit scope, the resulting list may be used to fill either work week position.
4. NJAC 4A:4-1.5 states that any employee who is serving on a provisional basis and who fails to file for and take an examination which has been announced for his/her title SHALL BE SEPARATED FROM THE PROVISIONAL TITLE.
5. In accordance with Public Law 2010 c.26, Veterans pay a reduced application fee of \$15.00 if they have previously established Veterans Preference with the DMAVA (as defined by N.J.S.A. 11A:5-1 et seq.), or your claim is approved by DMAVA at least 8 days prior to the issuance of this eligibility list. PLEASE NOTE THIS REDUCED FEE DOES NOT APPLY TO PUBLIC SAFETY TITLES.
6. SPECIAL NOTE TO ALL APPLICANTS Please make sure you are assigned to the unit scope indicated above. If you do not know your unit scope assignment, please contact your Human Resource Office. If you file an application for this announcement and you are not assigned to the unit scope indicated above, YOU WILL BE FOUND INELIGIBLE FOR THIS EXAM AND YOUR APPLICATION FEE WILL NOT BE REFUNDED.
7. If you are having difficulty submitting your application online, technical support and customer care are available during regular business hours, 8:00 a.m. to 4:00 p.m. EST, Monday - Friday, excluding holidays and emergency closings. Please Email: OAS.support@csc.state.nj.us or call (609) 292-4144. Please note that application support requests received outside regular business hours on the closing date will not change the application filing deadline so PLEASE FILE EARLY.

DPF-256A * Revised 03/09