



## STATE OF NEW JERSEY

FINAL ADMINISTRATIVE  
ACTION OF THE  
CIVIL SERVICE COMMISSION

In the Matter of Debra Priolo-Allen,  
Executive Assistant 3 (PS4250P),  
Department of Law and Public Safety

CSC Docket No. 2018-59

Examination Appeal

ISSUED: October 24, 2017 (RE)

Debra Priolo-Allen appeals the determination of the Division of Agency Services which found that she did not meet the experience requirements for the promotional examination for Executive Assistant 3 (PS4250P), Department of Law and Public Safety.

The subject promotional examination was announced with specific requirements that had to be met as of the January 23, 2017 closing date (see attached). As the appellant was the sole applicant, the examination was cancelled on July 7, 2017.

Ms. Priolo-Allen indicated that she possessed a Bachelor's degree, and she listed four positions on her application: provisional Executive Assistant 3 from February 2016 to the closing date; Senior Parole Counselor, State Parole Board from December 2009 to February 2016; Field Researcher/Private Investigator with LexisNexis (formerly known as Choicepoint) from January 2007 to December 2009; and Team Lead/Field Supervisor with Choicepoint from February 1999 to January 2007. Official records indicate a similar yet different employment history. These records indicate that Ms. Priolo-Allen was a Parole Counselor Apprentice, State Parole Board from December 2008 to December 2010. None of Ms. Priolo-Allen's experience was credited, and therefore she was found to be lacking three years of experience.

On appeal Ms. Priolo-Allen states that her experience exceeds three years of supporting executives in a private firm that works with court systems and in public

service. She argues that the duties of her position as a Senior Parole Counselor, State Parole Board were applicable as she was responsible for coordinating the initial parole hearing process and assisting the Board Panel prior to, and during, hearings. She provides a listing of the daily duties she performed in that title. In addition, she states that she was a Project Manager for Choicepoint, and she performed administrative functions to support executive staff. For example, she developed and executed strategies, projects and programs to coordinate project implementation; facilitated communication and collaboration among project managers; collaborated on projects; advised and informed "direct reports" of project progress and necessary resources; facilitated planning sessions; developed and revised policies and procedures; maintained data and records; assisted with budget development; and negotiated and implemented contract rates. She states that she was responsible for managing all aspects related to public records research for east coast states from Virginia to Maine, and for all administrative tasks in support of her section. She also states that she has five years of volunteer work in Girl Scouts and as a Rescue Coordinator.

*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:4-2.1(f) provides that an application may be amended prior to the announced closing date.

## CONCLUSION

Applicants must demonstrate on their applications that the duties they perform provide them with the experience required for eligibility. *See In the Matter of Charles Klingberg* (MSB, decided August 28, 2001). In order for experience to be considered applicable, it must have as its primary focus full-time responsibilities in the areas required in the announcement. *See In the Matter of Bashkim Vlashi* (MSB, decided June 9, 2004). Next, when an applicant indicates extensive experience in titles established under the State Classification Plan, it is appropriate to utilize the job specifications to determine the primary focus of the duties of incumbents serving in career service titles. In the eligibility screening process, reliance on the job specifications to determine the primary focus of duties for incumbents of a particular title or title series provides a standardized basis on which DAS can compare what an applicant indicates on his or her application to what incumbents in a particular title series generally perform. *See In the Matter of William Moore* (MSB, decided May 10, 2006).

An Executive Assistant 3 acts as staff and personal representative responsible for assisting in the execution of a bureau function or the less complex departmental, agency, or institutional functions through the implementation of policy and development, management, and control of plans, programs, and operations by employing accepted modern techniques of management. The appellant described her



provisional duties as scheduling preliminary evaluation committee meetings, preparing and organizing all documents, prioritizing appearance importance, corresponding with all parties, resolving scheduling conflicts, notifying interested parties, adhering to time requirements for notifications, preparing documents and publication of meeting agendas. Other duties included authoring appearance summaries, obtaining documents related to board appearances from agencies, publishing the meeting agenda and all the required documents, and providing prompt attention to Board-related correspondence. The announced experience requirement for the subject title was experience in program management with responsibility for planning, organizing, coordinating, staffing, reporting, and budgeting, or in assisting an executive with program development and implementation. Clearly, the appellant's described experience did not match the announced experience requirement, nor does it match the duties performed by an Executive Assistant 3. Given the variance between these duties and those required of the provisional title, Agency Services should perform a classification review of this position. A new examination can be announced if it is determined that the position is improperly classified as Executive Assistant 3. Even if this experience was found to be applicable, it would not provide the appellant with enough qualifying experience. The appellant possesses one year of experience in her provisional position as of the January 2017 closing date, and therefore, she would still be lacking 2 years of qualifying experience even it was accepted.

Next, a Senior Parole Counselor, State Parole Board reviews and maintains inmate case files, calculates parole eligibility dates and schedules parole hearings for State inmates housed in State and County correctional facilities. The appellant's description of duties on her application matches this, and as such, it is clear that this is not qualifying experience. As a Field Researcher/Private Investigator with LexisNexis, the appellant was performing the independent research of public record databases and documents; creating abstracts of public records; obtaining public documents; reporting negative results and adverse actions; and recordkeeping. As a Team Lead/Field Supervisor with Choicepoint, the appellant was supervising field staff and monitoring field activity for quality control issues, running reports, reporting staffing needs, goals and benchmarks, negotiating contracts for field staff, and creating abstracts of public records. Neither of these descriptions matched the announced experience requirement. Even considering the appellant's additional description on appeal, the appellant was not performing program management with responsibility for planning, organizing, coordinating, staffing, reporting, and budgeting, or in assisting an executive with program development and implementation. The appellant did not provide volunteer experience on her application and in any event, a review of the duties provided on appeal indicates that it is not applicable.

The appellant was denied admittance to the subject examination since she lacked the minimum requirements in experience. An independent review of all

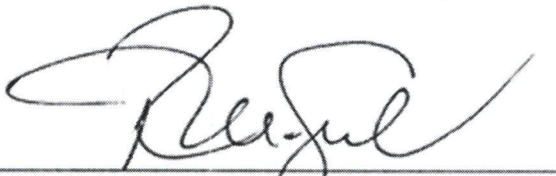
material presented indicates that the decision of Agency Services, that the appellant does not meet the announced requirements for eligibility by the closing date, is amply supported by the record. The appellant provides no basis to disturb this decision. Thus, the appellant has failed to support her burden of proof in this matter.

### ORDER

Therefore, it is ordered that this appeal be denied and the classification of the appellant's provisional position be referred to Agency Services for further review.

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 18<sup>th</sup> DAY OF OCTOBER, 2017



Robert M. Czech, Chairperson  
Civil Service Commission

Inquiries  
and  
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Attachment

c: Debra Priolo-Allen  
Mirella Bednar  
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: PS4250P****WEIGHT CODE: \*****TITLE: EXECUTIVE ASSISTANT 3****SALARY: \$58,751.00 - \$83,581.00****ISSUE DATE: January 01, 2017****CLOSING DATE: January 23, 2017****TITLE CODE: 59916/MPRXR7****CLASS CODE: 26****DEPARTMENT: LPY/LAW & PUBLIC SAFETY****UNIT SCOPE: P322 Consumer Affairs/Office of the Director**

**APPLICATIONS MAY BE OBTAINED  
 FROM AND MUST BE RETURNED TO:**

**Visit [www.state.nj.us/csc](http://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):**

**Executive Assistant 4**

**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.

**Note:** 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 program management with responsibility for planning, organizing, coordinating, staffing, reporting, and budgeting or in assisting an executive with program development and implementation.

A Master's degree in public administration, business administration, management or other closely related field may be substituted for one (1) year of experience. You must indicate the details of your Master's degree 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.

**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 must be met as of the closing date, including assignment to the department and unit scope, and satisfying the permanent status requirement.**

**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 Department of Military and Veterans Affairs (DMAVA) (as defined by N.J.S.A. 11A:5-1 et seq.). Those claiming Veterans Preference but have not yet received approval from DMAVA must pay the full application fee and may request a refund if the claim is approved 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](mailto: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**.

8. Application fees submitted via personal check or money order must be postmarked within **five (5) business days** of submitting your application. If your fee is postmarked after five (5) business days, or is returned as invalid, you will be declared ineligible and denied admittance to the examination process.

DPF-256A \* Revised 07/06