B-19



STATE OF NEW JERSEY

In the Matter of Annette Quarterman, Personnel Technician, Winslow Township

CSC Docket No. 2017-2566

FINAL ADMINISTRATIVE ACTION OF THE CIVIL SERVICE COMMISSION

Examination Appeal

ISSUED: MAR 2 4 2017

(RE)

The appointing authority for Winslow Township requests that Annette Quarterman's out-of-title work experience in the title Keyboarding Clerk 3 be accepted to qualify her for a prospective promotional examination for Personnel Technician.

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By way of background, Ms. Quarterman's credentials were reviewed to determine if she satisfied the requirements for the position of Personnel Technician. In this regard, it is noted that the requirements for Personnel Technician are graduation from an accredited college or university with a Bachelor's degree, and one year of experience involving personnel work including position classification, compensation, employee benefits, administration, testing, interviewing, and/or related functions. Possession of a Master's degree in Personnel Administration, Applied Psychology or other related field from an accredited college or university could be substituted for the experience. Applicants who did not possess the required education could substitute additional experience on a year for year basis. In its determination, dated January 6, 2017, the Division of Agency Services (DAS) found that Ms. Quarterman did not possess any college credits, and therefore was required to possess five years of applicable experience. She was found to possess four years, one month of applicable experience while serving in the title Personnel Aide. DAS also found that she possessed one year, two months of out-of-title work experience while serving in the title Keyboarding Clerk 3, which it could not credit. Accordingly, she was found to be lacking eleven months of applicable experience.

The information on Ms. Quarterman's application indicates that she possessed one year, two months of out-of-title work for performing applicable duties while as a Keyboarding Clerk 3. In its petition to the Civil Service Commission, the appointing authority requests that Ms. Quarterman's out-of-title work be accepted. It states that she took over the duties of an absent Senior Personnel Technician from November 2011 to January 2013.

N.J.A.C. 4A:4-2.6(c) provides 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, a review of Ms. Quarterman's credentials in comparison to the requirements for Personnel Technician indicated that she lacked eleven months of in-title experience per the substitution clause for education. However, the record confirms that she possessed of one year, one month of out-of-title experience in her Keyboarding Clerk 3 position. With the acceptance of verified out-of-title experience in this case, she satisfies the eligibility requirements. Under these circumstances, good cause is presented to accept Ms. Quarterman's out-of-title work in order to qualify her for any upcoming promotional examination for Personnel Technician.

ORDER

Therefore, it is ordered that this request be granted and Ms. Quarterman's applicable out-of-title experience be accepted for a prospective promotional examination for the subject title. Ms. Quarterman is to provide a copy of this decision with any future promotional application that she submits upon examination announcement for Personnel Technician. In addition, DAS should also accept applicable and documented out-of-title work experience from other promotional examination applicants.

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 22^{nd} DAY OF MARCH, 2017

Robert M. Czech

Chairperson

Civil Service Commission

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