

CONCLUSION

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). Additionally, supervisory experience includes responsibility for seeing that tasks assigned to subordinates are efficiently accomplished. It involves independent assignment and distribution of work to employees, with oral or written task instructions, and maintenance of the flow and quality of work within a unit in order to assure timely and effective fulfillment of objectives. Supervisors are responsible for making available or obtaining materials, supplies, equipment, and/or plans necessary for particular tasks. Also, they provide on-the-job training to subordinates, when needed, and make employee performance evaluations based on their own judgment. They have authority to recommend hiring, firing, and disciplining of employees. Further, the supervisory experience must have been over subordinates performing the announced experience requirement, in this case, the construction or repair and maintenance of buildings and grounds.

Mr. Brigley received credit for three months of supervisory experience in his provisional position from June 2016 to the August 2016 closing date. He indicated that he supervised employees when he was a Sales Associate at Home Depot; however, this experience is not qualifying as the staff were not involved in the construction repair and maintenance of buildings and grounds. He also indicated that he supervised staff while in the title Senior Maintenance Repairer. In his description of duties, he indicated that he assumed the duties and responsibilities of the supervisor while he was on military leave. Nonetheless, this is not qualifying experience. First, it is not a supervisory title, and therefore if he supervised while in this title, it is considered out-of-title work and cannot be used to satisfy eligibility requirements. Next, the appellant was not performing all the duties of a supervisor, such as making employee performance evaluations. Moreover, even assuming this experience could be accepted, Mr. Brigley only indicated that he filled in for his supervisor in February 2016 and from April to May 2016. Thus, he would still need an additional one year and seven months of supervisory experience to qualify for the examination. He did not supervise staff in his remaining positions.

On his application, Mr. Chase indicated that he supervised employees while in his position as owner of an electric company. This supervision is not applicable as his subordinates were performing commercial electrical work, not the construction or repair and maintenance of buildings and grounds. He indicated that he supervised while in the titles Senior Electrician with Bergen County and Senior Electrical Technician with Teaneck. Official records indicate that the appellant's titles when he worked at Teaneck were Electrician and Laborer 1. Again, these are non-supervisory titles, and the duties listed do not indicate that the appellant was actually performing supervisory duties in these positions. He did not supervise

staff in his remaining position as Electrician with New Jersey Transit. In sum, Mr. Brigley lacks one year, nine months of applicable supervisory experience, while Mr. Chase lacks two years of applicable supervisory experience.

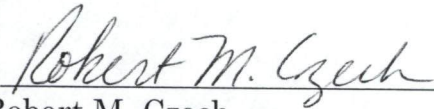
An independent review of all material presented indicates that the decisions of DAS that the appellants did not meet the announced requirements for eligibility by the closing date is amply supported by the record. The appellants provide no basis to disturb these decisions. Thus, the appellants have failed to support their burden of proof in this matter.

ORDER

Therefore, it is ordered that these appeals be denied.

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 17th DAY OF MAY, 2017



Robert M. Czech
Chairperson
Civil Service Commission

Inquiries
and
Correspondence

Director
Division of Appeals and Regulatory Affairs
Civil Service Commission
Written Record Appeals Unit
P. O. Box 312
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Attachment

c: Kevin Brigley 2017-2188
Stephen Chase 2017-2151
Robert Laux
Kelly Glenn
Records Center

NEW JERSEY CIVIL SERVICE COMMISSION
COUNTY AND MUNICIPAL GOVERNMENT SERVICES
PROMOTIONAL ANNOUNCEMENT



[Click here to file Online](#) Print
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SYMBOL: PC1663U	WEIGHT CODE: *
TITLE: MAINTENANCE SUPERVISOR	SALARY: \$63,798.00 - \$110,907.00
ISSUE DATE: August 01, 2016	CLOSING DATE: August 22, 2016
TITLE CODE: 02387/ H4RBR1	JURISDICTION CODE: N02000400
JURISDICTION: BERGEN COUNTY	
DEPARTMENT: UTILITIES AUTHORITY	

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 have an aggregate of one year of continuous permanent service as of the closing date and are currently serving in the following title(s):

Assistant Maintenance Supervisor 00604

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:

Experience: Five (5) years of experience in work involving the construction or repair and maintenance of building and grounds, two (2) years of which shall have been in a supervisory capacity.

License: Appointees must possess a driver's license valid in the State of New Jersey. Proof of license must be submitted to appointing authority prior to appointment.

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 jurisdiction/department, 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-time and part-time permanent employees. If an employment list results from this announcement, it may be certified to fill both full-time and part-time positions. If 35- and 40-hour positions are used within the department, 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. (i.e. Police, Fire, Corrections and Sheriff).
6. 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 of regular business hours on the closing date will not change the application filing deadline, so PLEASE FILE EARLY.

DPF-256A * Revised 03/09