

B-19



STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION
OF THE
CIVIL SERVICE COMMISSION

In the Matter of Andrea Briscese,
Administrative Secretary, Hamilton
Township

CSC Doc. No. 2017-1217

ISSUED: **MAY 23 2017** BS

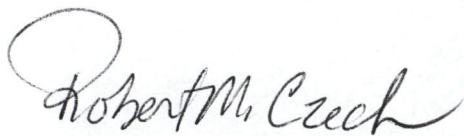
The Division of Agency Services (Agency Services), on behalf of Hamilton Township, requests that Andrea Briscese's out-of-title work experience in the title of Keyboarding Clerk 3 be accepted to qualify her for a prospective promotional examination for Administrative Secretary.

Agency Services reviewed the credentials of Andrea Briscese and determined that she possessed two years and six months of out-of-title experience consistent with the eligibility requirement for Administrative Secretary. The appointing authority has verified that the out-of-title duties were assigned to Ms. Briscese due to business necessity. Although *N.J.A.C. 4A:4-2.6(c)* does not permit, except for good cause, applicants for promotional examinations to use out-of-title work experience to satisfy the requirements for admittance to the examination, acceptance of it in this case would provide Ms. Briscese and other qualified eligible the opportunity to compete for a permanent appointment in a position that is properly classified. Accordingly, good cause exists to accept Ms. Briscese's out-of-title work experience as qualifying for prospective promotional examination for Administrative Secretary.

Therefore, it is ordered that this request be granted. Andrea Briscese is to provide a copy of this decision with the promotional application that she submits upon examination announcement. In addition, the Division of Agency Services shall 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 17TH DAY OF MAY, 2017



Robert M. Czech
Chairperson
Civil Service Commission

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