

B-20



STATE OF NEW JERSEY

In the Matter of Michelle Hennessy,  
Personnel Assistant 4, Department of  
Corrections

FINAL ADMINISTRATIVE ACTION  
OF THE  
CIVIL SERVICE COMMISSION

CSC Docket No. 2017-2535

Administrative Appeal

ISSUED: **MAY 23 2017** (CSM)

The Division of Agency Services (Agency Services), on behalf of the Department of Corrections, requests that Michelle Hennessy's out-of-title work experience be accepted to qualify her for a prospective promotional examination for Personnel Assistant 4.

By way of background, Hennessy is currently serving as a Senior Clerk Typist, and her experience was reviewed by the Agency Services as part of a pre-appointment evaluation to determine if she possessed the necessary qualifications for the subject title. It is noted that the requirements for Personnel Assistant 4 are a Bachelor's degree and one year of technical experience in a personnel program of a public or private organization. Applicants could substitute additional experience as indicated on a year-for-year basis for the required education with thirty semester credit hours being equal to one year of experience.

In response to the pre-employment evaluation, Agency Services determined that Hennessy possessed the required Bachelor's degree and one year and two months of out-of-title work experience in the subject title as a Senior Clerk Typist. However, this experience could not be credited for eligibility purposes for Personnel Assistant 4 since it constituted out-of-title work.

In the instant matter, the appointing authority and Agency Services confirm that, since September 2015 as a result of the operational needs of the appointing authority, Hennessy has been performing applicable duties of a Personnel Assistant 4 on an out-of-title basis.

## CONCLUSION

*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.


In the present matter, the appointing authority and Agency Services verify that Hennessy has been performing relevant duties of the subject title for more than one year. The appointing authority verifies that Hennessy performed the out-of-title work as a Personnel Assistant 4 due to the operational needs of the appointing authority. As such, the appointing authority requests approval of this request. Therefore, in order to properly classify the position, under these circumstances, good cause exists to accept Hennessy's out-of-title work experience in order to qualify her for prospective promotional examinations for Personnel Assistant 4.

## ORDER

Therefore, it is ordered that this request be granted and Michelle Hennessy's applicable out-of-title experience be accepted for a prospective promotional examination for Personnel Assistant 4. Additionally, it is ordered that the promotional examination be announced in the appropriate unit scope in accordance with this decision. Michelle Hennessy is to provide a copy of this decision with her promotional application upon announcement of the examination. Finally, Agency Services should accept all documented and verified out-of-title work from other applicants who may apply to this specific prospective promotional examination 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 17<sup>TH</sup> DAY OF MAY , 2017



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