

B-14



STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION
OF THE
CIVIL SERVICE COMMISSION

In the Matter of Kerri Ritz,
Technician, Management
Information Systems (PS3041P),
Department of Law and Public Safety

Examination Appeal

CSC Docket No. 2017-1882

ISSUED: MAY 15 2017 (SLK)

Kerri Ritz appeals the determination of the Division of Agency Services (Agency Services) that she was below the minimum requirements in experience for the promotional examination for Technician, Management Information Systems (PS3041P), Department of Law and Public Safety.

The examination at issue was announced with specific requirements that had to be met as of the June 21, 2016 closing date (see attached). A total of two employees applied and both were determined ineligible. Therefore, the examination which was cancelled due to a lack of qualified applicants.

CONCLUSION

N.J.A.C. 4A:4-2.6(a) provides that applicants shall meet all requirements specified in the promotional announcement by the closing date. N.J.A.C. 4A:4-2.6(c) provides that, except when permitted for good cause, 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.

Initially, it is noted that Agency Services correctly determined that the appellant was not eligible for the subject examination. As the appellant did not possess any college credits, she needed three years of applicable experience. The appellant received credit for two months of experience based on her provisional

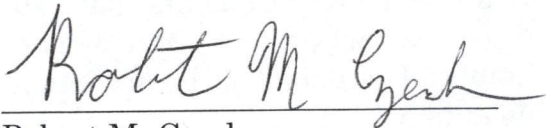
service in the subject title from May 2016 to the June 21, 2016 closing date, but she lacked two years and ten months of the required experience needed to establish eligibility. In addition to serving in other titles, personnel records also indicate that she served as a Technical Assistant 3 from November 2005 to May 2016. However, any relevant experience the appellant gained as a Technical Assistant 3 would be out-of-title-work. However, Jessica Chianese, Manager 2, Human Resources, Division of State Police, Department of Law and Public Safety, confirmed that the appellant had been performing the required out-of-title duties as a Technical Assistant 3 from 2004 to 2012 due to employee resignations and retirements which could not be filled due to the State hiring freeze. Additionally, the examination was cancelled due to a lack of qualified applicants and the appellant continues to serve provisionally in the title under test. Accordingly, good cause exists to accept the appellant's out-of-title work experience, for eligibility purposes only, and admit her to the examination.

ORDER

Therefore, it is ordered that the appeal be granted, the cancellation of the examination be rescinded and Kerri Ritz's application be processed for prospective employment opportunities 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 3rd 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
Trenton, New Jersey 08625-0312

Attachment

c: Kerri Ritz
Jessica Chianese
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: **PS3041P**

TITLE: **TECHNICIAN MANAGEMENT INFORMATION SYSTEMS**

ISSUE DATE: **June 01, 2016**

TITLE CODE: **62041/FURXR2**

DEPARTMENT: **LPP/LAW & PUBLIC SAFETY**

UNIT SCOPE: **P640 State Police/Records & ID Section - Criminal Justice Records Bureau**

WEIGHT CODE: *

SALARY: **\$41,230.00 - \$58,007.00**

CLOSING DATE: **June 21, 2016**

CLASS CODE: **16**

APPLICATION DEADLINE: **July 21, 2016**

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 in any competitive title and meet the requirements listed below:

Education: Successful completion of sixty (60) credits from an accredited college or university. You must indicate the 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.

Experience: One (1) year of experience in work involving information systems including responsibility for gathering, compilation, retrieval, maintenance, and distribution of financial, management, and/or other technical information in a public or private organization, or in providing user support and solving user problems in a help desk or related environment.

Note: Applicants who do not meet the above educational requirement may substitute additional experience as indicated below on a year-for-year basis with thirty (30) semester hour credits being equal to one year of experience.

Twenty-four (24) semester hour credits in data processing from an accredited college or university may be substituted for up to two (2) years of the education. Applicants must provide proof of the specific credit requirement. You must attach a copy of your transcript to 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.

NOTE: All requirements must be met as of the above closing date, however applications will be accepted up to and including **July 21, 2016**.

SPECIAL NOTE: If you filed an application for this announcement during the original posting period, you cannot file again. No additional information will be accepted.

Amended 7/1/16

IMPORTANT INFORMATION

1. NJAC 4A:4-2.6 states that all requirements listed, including assignment to the department and unit scope, must be met as of the closing date.
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 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.
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 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.

DPF-256A * Revised 03/09