

B-42



STATE OF NEW JERSEY

FINAL ADMINISTRATIVE  
ACTION OF THE  
CIVIL SERVICE COMMISSION

In the Matter of Tanya Fraser,  
Executive Assistant (PM1237U),  
Newark

CSC Docket No. 2017-1709

Examination Appeal

ISSUED: MAY 03 2017 (RE)

Tanya Fraser appeals the determination of the Division of Agency Services which found that she did not meet the experience requirements for the promotional examination for Executive Assistant (PM1237U), Newark.

The subject examination announcement was issued with specific requirements that had to be met as of the June 21, 2016 closing date (see attached). As no candidates were admitted, the examination was cancelled on December 2, 2016.

Ms. Fraser indicated that she possessed a Bachelor's Degree and a Master's degree in Environmental Science. As her Master's degree was not applicable, she needed to possess three years of applicable experience. The appellant listed four positions on her application: provisional Executive Assistant, Security Officer/Shift Supervisor (part-time, 16 hours per week, overlaps with the first and third positions) with G4S Security Solutions, Registered Environmental Health Specialist Public Health with the City of Newark, Industrial Hygienist with Drexel University, and Graduate Assistant/Teaching Assistant with Temple University (no months given, no hours given). She was credited with eleven months of experience in the first position, and was found to be lacking two years, one month of applicable experience.

On appeal, Ms. Fraser argues that her experience in the first three positions should qualify her for the examination, and she provides a detailed listing of duties. She also provides duties regarding a position not originally submitted, that of



Business Manager with HIS Twins Corporation (no hours given, no months given, overlaps with positions 3 and 4).

*N.J.A.C.* 4A:4-2.6(a) provides that applicants shall meet all requirements specified in the promotional examination announcement by the closing date. *N.J.A.C.* 4A:4-2.6(c) provides in pertinent part 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. *N.J.A.C.* 4A:4-2.1(f) provides that an application may be amended prior to the announced closing date.

### CONCLUSION

The appellant was correctly denied admittance to the subject examination since she lacked the required amount of qualifying experience. The job specification for Registered Environmental Health Specialist Public Health indicates that a person in this title performs sanitary inspection and environmental health work involving in the enforcement of relevant sanitary, environmental, and public health laws and rules within the concerned jurisdiction; and conducts inspections, investigations, and educational outreach activities. In contrast, the experience requirement for the subject title includes program management with responsibility for planning, organizing, coordinating, staffing, reporting, and budgeting, or in assisting an executive with program development and implementation. The Civil Service Commission has determined that a "program" in government is generally considered to involve a unit responsible for performing projects and activities which are necessary to carry out the purpose or goal set forth and regulations or by law, focusing on a definite activity, providing a service to a specific third party, and generally required requiring allocated funding. See *In the Matter of Veena Singh* (CSC, decided February 6, 2013).

For her Registered Environmental Health Specialist Public Health position, the appellant indicated that she was the grant coordinator and program administrator for the Newark Metropolitan Medical Response System (MMRS). Clearly she was working out-of-title, however, the work appears to reflect the duties of a Program Specialist rather than an Executive Assistant. Although the duties of her provisional Executive Assistant position are somewhat different on her application, on appeal, the appellant provides one list of duties for both and maintains that she has been doing this work for over eleven years. As such, she may not be primarily performing the work of the title and a classification review of her provisional position is warranted.

The appellant's experience as a Security Officer and Industrial Hygienist is clearly inapplicable. As the appellant did not list her experience as a Business



Manager on her original application, it is considered to be supplemental experience as will not be considered. It is noted that this position overlaps with full-time employment, and the appellant did not provide the number of hours worked per week. Also, the duties are not applicable. The appellant lacks two years, one month of applicable experience by the June 2016 closing date.

The appellant was denied admittance to the subject examination since she lacked the minimum requirements in experience. An independent review of all material presented indicates that the decision of the DAS, that the appellant did not meet the announced requirements for eligibility by the closing date, is amply supported by the record. The appellant provides no basis to disturb this decision. Thus, the appellant has failed to support her burden of proof in this matter.

#### ORDER

Therefore, it is ordered that this appeal be denied, and that the matter of the appellant's classification be referred to the DAS for review.

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 3<sup>rd</sup> DAY OF MAY, 2017

  
\_\_\_\_\_  
Robert M. Czech  
Chairperson  
Civil Service Commission

Inquiries  
and  
Correspondence

Director  
Division of Appeals and Labor Relations  
Civil Service Commission  
Written Record Appeals Unit  
P.O. Box 312  
Trenton, New Jersey 08625-0312

Attachment

c: Tanya Fraser  
Jack Kelly  
Kelly Glenn  
Records Center



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



[Click here to file Online](#) Print  
**\$25.00 PROCESSING FEE REQUIRED**  
Make Check/Money Order Payable to NJCSC

SYMBOL: PM1237U

TITLE: EXECUTIVE ASSISTANT

ISSUE DATE: June 01, 2016

TITLE CODE: 04586/ FPRGR7

JURISDICTION: NEWARK

DEPARTMENT: ADMINISTRATION

WEIGHT CODE: \*

SALARY: \$77,293.53 - \$103,179.03

CLOSING DATE: June 21, 2016

JURISDICTION CODE: N07140003

Visit [www.state.nj.us/csc](http://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:** Graduation from an accredited college or university with a Bachelor's degree. You must indicate either possession of a degree or 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.

Applicants who do not possess the required education may substitute additional experience as indicated on a year for year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

**Experience:** Three (3) years of experience in program management with responsibility for planning, organizing, coordinating, staffing, reporting, and budgeting, or in assisting an executive with program development and implementation.

**Note:** Possession of a Master's degree in Public Administration, Business Administration, Management or related field from an accredited college or university may be substituted for one (1) year of experience. You must indicate the details of your Master's degree 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.

**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.

#### 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](mailto: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