



B-18

STATE OF NEW JERSEY

FINAL ADMINISTRATIVE  
ACTION OF THE  
CIVIL SERVICE COMMISSION

Examination Appeal

In the Matter of  
Magdalena Maslowska,  
Grants Specialist, Department of  
Law and Public Safety

CSC Docket No. 2017-3514

ISSUED: JUN 26 2017

(RE)

The Division of Agency Services (DAS), on behalf of the Department of Law and Public Safety, requests that Magdalena Maslowska's out-of-title work experience in the title Librarian 2 be accepted to qualify her for a prospective promotional examination for Grants Specialist.

By way of background, Ms. Maslowska responded to a vacancy announcement request for Grants Specialist, was interviewed, and it was determined that she was the most qualified candidate to fill the position. Ms. Maslowska's credentials were reviewed to determine if she satisfied the requirements for the position of Grants Specialist. In this regard, it is noted that the requirements for Grants Specialist are graduation from an accredited college or university with a Bachelor's degree, including or supplemented by 21 semester hour credits in accounting, and four years of accounting experience including two years of experience in coordination of grant funding in a public or private organization including experience with automated cost accounting systems. DAS found that Ms. Maslowska possess the required education, but was working out-of-title from March 2010 to March 2016 performing both aspects of the experience requirement, while serving as a Librarian 2. This equates to six years, one month of out-of-title experience.

In its petition to the Civil Service Commission (Commission), DAS indicates that the Department of Law and Public Safety explains that Ms. Maslowska provides critical benefits as a skilled employee. Specifically, she will "enable the effective review of Federal grant applications, awards and sub-awards totaling in



excess of \$100,000,000 in formula grants on an annual basis, as well as an additional \$10,000,000 in competitive grants." These grants fund important departmental activities and programs. The appointing authority confirms that Ms. Maslowska has been performing out-of-title work as a result of business necessity due to staff attrition and the hiring freeze. There are no current eligible lists for this title in the employee's unit scope, this title is not part of a title series, and there is no perceived adverse affect on other employees in the unit scope.

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.

### CONCLUSION

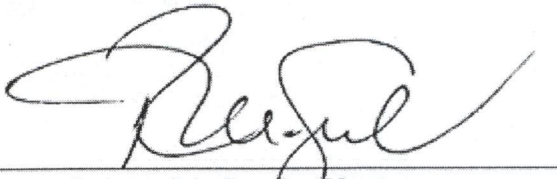
In the present matter, Ms. Maslowska has been performing out-of-title duties and she has accrued at least six years, one month of applicable experience when including out-of-title work in the Librarian 2 title. Additionally, Ms. Maslowska continues to perform the required out-of-title work. Under these circumstances, good cause is presented to accept Ms. Maslowska's out-of-title work in order to qualify her for an upcoming promotional examination for Grants Specialist.

### ORDER

Therefore, it is ordered that this request be granted and Ms. Maslowska's applicable out-of-title experience be accepted on a year-for-year basis for a prospective promotional examination for the subject title. Ms. Maslowska is to provide a copy of this decision with the promotional application that she submits upon examination announcement. In addition, DAS should 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  
THE 21st DAY OF JUNE, 2017



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Robert M. Czedo, Chairperson  
Civil Service Commission

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and  
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c: Magdalena Maslowska  
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MISSION REPORT OF THE  
JOINT SERVICE COMMISSION  
THE 21 DAY ONLINE 2017



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