

B-20



STATE OF NEW JERSEY

In the Matter of Stephen Owle,  
Technician Management Information  
Systems (PS4255P), Division of State  
Police

FINAL ADMINISTRATIVE ACTION  
OF THE  
CIVIL SERVICE COMMISSION

CSC Docket No. 2017-3552

Examination Appeal

ISSUED: JUN 15 2017 (CSM)

Stephen Owle appeals the determination of the Division of Agency Services (Agency Services) that he did not meet the experience requirements for the promotional examination for Technician Management Information Systems (PS4255P), Division of State Police.

The examination at issue was announced with specific requirements that had to be met as of the January 23, 2017 closing date (see attached). The examination was cancelled on May 12, 2017 because the appellant, who was the only applicant, was found ineligible.

On his application, the appellant indicated that he was provisionally serving in the title under test from October 2016 to the January 2017 closing date and was a Public Safety Telecommunicator from June 2006 to October 2016. The appellant indicated possession of 61 college credits. On appeal, the appellant provides documentation from David Olsen, Assistant Unit Head, and Major Ronald Hampton, Commanding Officer, verifying that the appellant performed the required out-of-title duties as a Public Safety Telecommunicator.

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.



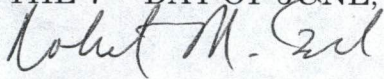
Initially, Agency Services correctly determined that the appellant was not eligible for the subject examination. Primarily performing duties consistent with the title under test would be considered out-of-title work for incumbents in the Public Safety Telecommunicator title. However, the appellant provides supervisory documentation that he performed the required out-of-title duties due to business necessity for more than one year. Additionally, the appellant continues to serve provisionally in the title under test and the examination has been cancelled. Accordingly, good cause is established to accept the appellant's out-of-title work and admit him to the subject examination.

### ORDER

Therefore, it is ordered that the appeal be granted, the examination cancellation be rescinded, and the appellant'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 7<sup>TH</sup> DAY OF JUNE, 2017




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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: Stephen Owle  
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: **PS4255P**

WEIGHT CODE: \*

TITLE: **TECHNICIAN MANAGEMENT INFORMATION SYSTEMS**SALARY: **\$41,230.00 - \$58,007.00**ISSUE DATE: **January 01, 2017**CLOSING DATE: **January 23, 2017**TITLE CODE: **62041/MURXR2**CLASS CODE: **16**DEPARTMENT: **LPP/LAW & PUBLIC SAFETY**UNIT SCOPE: **P640 State Police/Records & ID Section - Criminal Justice Records Bureau**

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:** 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.

**IMPORTANT INFORMATION**

1. NJAC 4A:4-2.6 states that all requirements listed must be met as of the closing date, including assignment to the department and unit scope, 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- 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 Department of Military and Veterans Affairs (DMAVA) (as defined by N.J.S.A. 11A:5-1 et seq.). Those claiming Veterans Preference but have not yet received approval from DMAVA must pay the full application fee and may request a refund if the claim is approved 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](mailto: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.**

8. Application fees submitted via personal check or money order must be postmarked within **five (5) business days** of submitting your application. If your fee is postmarked after five (5) business days, or is returned as invalid, you will be declared ineligible and denied admittance to the examination process.

DPF-256A \* Revised 03/09