



STATE OF NEW JERSEY

In the Matter of Joseph Carr,
Network Administrator 1 (PS4384N),
Department of Labor & Workforce
Development

**FINAL ADMINISTRATIVE ACTION
OF THE
CIVIL SERVICE COMMISSION**

CSC Docket No. 2017-3804

Examination Appeal

ISSUED: **SEP 22 2017** (SLK)

Joseph Carr appeals the determination of the Division of Agency Services (Agency Services) that he was not eligible for the promotional examination for Network Administrator 1 (PS4384N), Department of Labor & Workforce Development since he was not employed in the announced unit scope.

The promotional examination at issue was announced with specific requirements and was only open to employees located in the appointing authority's N195 Unit Scope as of the February 21, 2017 closing date (see attached). A total of three employees applied for the subject examination and each was deemed ineligible. Therefore, the examination was cancelled due to a lack of qualified candidates.

Agency Services' review of the appellant's application and employment record revealed that he was employed in the appointing authority's N861 Unit Scope as of the announced closing date. Therefore, he was deemed ineligible because he was not employed in the unit scope to which the examination was announced.

On appeal, the appellant states that the subject announcement was issued as a promotional examination; however, he presents that Network Administrator 1 is the entry-level title for the Network Administrator title series. The appellant highlights that the examination was posted in his department where he has been employed since November 8, 2008. Therefore, the appellant believes that he is eligible to take the test for the subject examination. The appellant also states that the subject announcement does not specify titles for which this examination would be a

promotion. Further, he submits a portion from his union contract which states that a "promotion means the advancement of an employee to a job classification within the unit at a higher salary range."

CONCLUSION

N.J.A.C. 4A:4-2.6(a)2 states that applicants for promotional examinations shall be currently serving in the announced unit scope in a title to which the examination is open and meet all other requirements contained in the announcement.

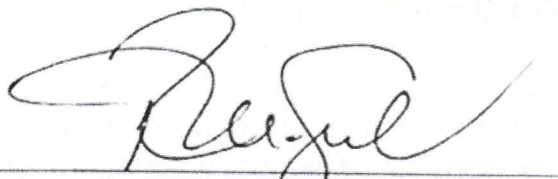
Initially, it is noted that a promotional examination does not have to be open to specific lower-level titles. Promotional examinations may be open to various populations dependent upon the situation pursuant to *N.J.A.C.* 4A:4-2.5. The fact that the subject examination is listed as a promotional examination, and not an open-competitive examination, means that in order to be eligible to apply, an eligible must already be a permanent State employee and meet all the other requirements listed in the examination announcement. Further, the Civil Service Commission is not bound by the union contract's definition of a promotion. Nevertheless, it is noted that the actual definition of promotion in Civil Service rules is "an advancement to a title having a higher class code than the former permanent title." See *N.J.A.C.* 4A:1-1.3. Regardless, the subject announcement was **only** open to employees who were employed in the appointing authority's Unit Scope **N195** as of the February 21, 2017 closing date. However, a review of personnel records indicates that on the closing date, the appellant was employed in Unit Scope **N861**.

ORDER

Therefore, it is ordered that this appeal be denied.

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 20th DAY OF SEPTEMBER, 2017

A handwritten signature in black ink, appearing to read "R. Czech", is written over a horizontal line.

Robert M. Czech, Chairperson
Civil Service Commission

Inquiries
and
Correspondence

Christopher S. Myers
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: Joseph Carr
Kelly Glenn
Records Center

**NEW JERSEY CIVIL SERVICE COMMISSION-STATE SERVICE
PROMOTIONAL ANNOUNCEMENT**

[Click here to file Online](#) Print

\$25.00 PROCESSING FEE REQUIRED
Make Check/Money Order Payable to NJCSC
SYMBOL: **PS4384N**

WEIGHT CODE: *

TITLE: **NETWORK ADMINISTRATOR I**SALARY: **\$64,677.00 - \$92,012.00**ISSUE DATE: **February 01, 2017**CLOSING DATE: **February 21, 2017**TITLE CODE: **10107/NURXR2**CLASS CODE: **26**DEPARTMENT: **LAA/LABOR & WORKFORCE DEVELOPMENT**UNIT SCOPE: **N195 Division of Information Technology**

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: Graduation from an accredited college or university with a Bachelor's degree which must include a minimum of eighteen (18) semester hours of credit in mathematics and/or computer science. You must indicate the total number of college credits completed to date on your application. You 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.

Note: Applicants who do not possess the Bachelor's degree but possess the 18 semester hour credits may substitute additional experience as indicated below 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 the development, implementation, and maintenance of multi-network, multi-user Local Area Networks (LAN), Metropolitan Area Networks (MAN), and/or Wide Area Networks (WAN) environments.

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: Evidence of formal training in Computer Science/Information Technology received at an accredited institution may be submitted with your application for evaluation by the Civil Service Commission for possible credit. These training courses will be examined to see how they compare, both in hours/content, to college courses to which they equate, sixteen (16) training hours being equal to one (1) college credit. In-house training courses will not be accepted as meeting this criteria; thus, they will not be evaluated.

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 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