



STATE OF NEW JERSEY

In the Matter of Tavonne Webb,
Administrative Analyst 3 (PS4560P),
Department of Law and Public Safety

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

CSC Docket No. 2018-282

Examination Appeal

ISSUED: MARCH 29, 2018 (JET)

Tavonne Webb appeals the determination of the Division of Agency Services (Agency Services) that he did not meet the experience requirement for the promotional examination for Administrative Analyst 3 (PS4560P), Department of Law and Public Safety.

The promotional examination was announced with specific requirements which had to be satisfied by the March 21, 2017 closing date. The requirements were graduation from an accredited college or university with a Bachelor’s degree, and three years of experience involving the review, analysis, and evaluation of budget, organization, administrative practices, operational methods, management operations, or data processing applications, or any combination thereof, which shall have included responsibility for the recommendation, planning and/or implementation of improvements in a business or government agency. One candidate was admitted and the resultant eligible list promulgated on July 20, 2017. One certification was issued and no appointments have been made.

On his application and resume, the appellant listed that he possessed a Bachelor’s degree. Further, the appellant indicated that he served as a provisional Administrative Analyst 3 from November 2016 to the March 21, 2017 closing date, as a Child Care Quality Assurance Inspector from October 2014 to November 2016, as a Program Manager/ Field Technician from November 2013 to May 2014, as a provisional Administrative Analyst 3 from June 2012 to October 2013, and as a

Program Manager/Field Technician from June 2009 to June 2012.¹ Agency Services credited the appellant with one year and 10 months of applicable experience for his combined experience as a provisional Administrative Analyst 3. However, it did not credit him with any other applicable experience, as his experience as a Child Care Quality Assurance Inspector was considered out-of-title work experience. Accordingly, Agency Services determined that the appellant lacked one year and two months of applicable experience.

On appeal, the appellant asserts, among other things, that he possesses sufficient applicable and out-of-title work experience to meet the subject requirements listed in the announcement to qualify him for the examination. In support, his former supervisor, Caryn Kitchings, Supervisor, Child Care Quality Assurance Inspections, Office of Licensing – Resource Family Licensing, Department of Children and Families, provides a letter indicating that the appellant’s duties while serving as a Child Care Quality Assurance Inspector from October 2014 through November 2016 included analyzing data pertaining to the administrative, operational, and fiscal practices of organizations, evaluating compliance, recommending improvement of procedures, recommending technical assistance, implementing rules, and reviewing financial statements and budgets. The appellant also submits letters of recommendation from his former supervisors.

CONCLUSION

N.J.A.C. 4A:4-2.6(a)2 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, Agency Services correctly determined that the appellant was not eligible for the subject examination. Primarily performing the required duties to establish eligibility for the subject examination would be considered out-of-title work for incumbents in the Child Care Quality Assurance Inspector title. However, the Supervisor, Child Care Quality Assurance Inspections, has verified that the appellant performed the required duties of an Administrative Analyst 3 from October 2014 through November 2016 while serving as a Child Care Quality Assurance Inspector. Further, the appellant continues to serve as a provisional Administrative Analyst 3 and the situation is not competitive as only one candidate

¹ Official personnel records reflect that the appellant served as a Food Services (CWA) employee from November 2013 to October 2014, as a provisional Administrative Analyst 3 from June 2012 to November 2013, and as a Food Services (CWA) employee from June 2009 to June 2012. A Food Services (CWA) employee is considered by this agency as a Temporary Employment Services (TES) position, which is not a career service title.

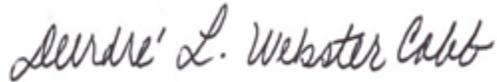
was admitted to the examination. Under these circumstances, good cause exists to accept the appellant's out-of-title work experience for eligibility purposes only, and admit him to the examination.

ORDER

Therefore, it is ordered that this appeal be granted 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 27th DAY OF MARCH, 2018



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