



STATE OF NEW JERSEY

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

In the Matter of Lisa Bresemann,
Assistant Purchasing Agent
(PM0906V), Passaic Valley Water
Commission

Examination Appeal

CSC Docket No. 2018-1588

ISSUED: May 24, 2018 (RE)

Lisa Bresemann appeals the decision of the Division of Agency Services (Agency Services) which found that she did not meet the experience requirements for the promotional examination for Assistant Purchasing Agent (PM0906V), Passaic Valley Water Commission.

The subject promotional examination had a closing date of July 21, 2017 and was open to employees in the competitive division who had an aggregate of one year of continuous permanent service as of the closing date in any title, and who met the announced requirements of possession of a Bachelor's degree, and four years of experience in the writing of purchase specifications and in the purchase of equipment, materials and supplies in a large government or private agency. Applicants who did not possess the required education could substitute additional experience as indicated above on a year for year basis with thirty semester hour credits being equal to one year of experience. The appellant was found to be below the minimum requirements in experience. The examination was canceled on December 8, 2017 since there were no eligible applicants.

On her application, the appellant indicated that she possessed a Bachelor's degree, and she listed four positions; provisional Assistant Purchasing Agent; Assistant Administrative Analyst; Analyst Trainee; and Keyboarding Clerk 1. The appellant was credited with five months of experience in her provisional position. Thus, per the substitution clause for education, she was found to be lacking three years, seven months of applicable experience.

On appeal, the appellant argues that she performs duties that match the examples of work in the job specification for the subject title, and argues that she deals with millions of dollars in purchases on a monthly basis. She states that she has been working out-of-title since January 2013. She indicates that she obtained a Qualified Purchasing Agent License in December 2016, and possesses a Bachelor's degree and a Paralegal Certification.

CONCLUSION

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.

The Division of Agency Services correctly determined that the appellant was not eligible for the subject examination. Incumbents in the Assistant Administrative Analyst, Analyst Trainee, and Keyboarding Clerk 1 titles are not assigned professional level duties of writing purchase specifications. Based on the appeal, the appointing authority was contacted, and it chose not to respond. As such, a basis for accepting out-of-title experience has not been presented. As the appointing authority has not supported the appellant's claim of out-of-title work, the appellant lacks three years, seven months of qualifying experience.

An independent review of all material presented indicates that the decision of Agency Services 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.

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 23rd DAY OF MAY, 2018



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