

provides documents such as samples of her publications, news articles covering her museum events or exhibits, partial lists of her presentations, awards and publications, and testimonials to her abilities from others. The appellant quotes the definition on the job specification and states that the examination did not test applicants for competency “in those areas,” but tested applicants on the most elementary knowledge of what comprises historical research and basic public presentation skills. She maintains that one subtest regarding understanding the ethics code was entirely irrelevant. She explains what a skilled researcher must be able to do, what publicizing historical information or events requires, and the skills for administering a historic resource facility, and indicates that she can perform these tasks and has the knowledge and ability to do so. She argues that no question on the exam tested for the ability to present complex historical information in an engaging and readily comprehensible form. She lists examples of work from the job specification and describes how she can perform those tasks given her experience and education.

CONCLUSION

The record establishes that appellants took the subject examination on February 8, 2018. Pursuant to *N.J.A.C. 4A:4-6.4(a)*, candidates for multiple-choice examinations must, within five business days after the examination has been held, contact the Civil Service Commission (Commission) to make an appointment to review the keyed test booklet. Within five business days after the date of review, or within five business days of the examination date for those candidates who chose not to review, candidates can file appeals in writing against the keyed responses, job-relatedness, or appropriateness of test content. The record further establishes that neither appellant scheduled for a review of the test booklet, and Murray did not appeal the examination validity issue until March 13, 2018, while Murtha did not appeal the examination validity issue until March 12, 2018, after receiving examination results. Under these circumstances, these appeals are clearly untimely and are dismissed solely on those grounds. Nevertheless, even assuming *arguendo* they filed timely validity appeals, a review of the merits of this appeal shows that appellants are not entitled to any relief.

For this examination, a job analysis was performed for this title in accordance with accepted psychometric principles. The results of this analysis identified the underlying KSAs necessary to successfully perform the duties of the position under examination, and the questions were designed to test these KSAs. The test content is based on the job analysis performed for the title, and it does not test the duties of an individual position. Further, only those KSAs that are brought to the job can be tested. KSAs that can be learned on the job are not evaluated before starting the job. It also is not designed to test the expertise of a single individual. In this case, a panel of four Subject Matter Experts (SMEs) were consulted to provide input on the KSAs to be tested in this examination. They

discussed adding a performance examination to test oral communication and guided interpretation, but decided against it. Each subtest, or set of questions, tested the qualifying KSA's that were brought to the job, and new research items were developed for the examination.

N.J.A.C. 4A:4-2.2(a) charges the Commission to administer examinations for appointment in the competitive division of the career service, and candidates are required to demonstrate their knowledge, skills, and abilities in a competitive test situation. In this case, the candidates were required to pass a multiple choice examination. Meeting the minimum qualifications allows the candidates the opportunity to take the examination, but does not entitle them to pass. In that regard, experience that the appellants described on appeal has no bearing on this determination. To pass this examination, candidates were required to correctly answer at least 36 questions. The options listed for each question include one correct answer and various options intended to be incorrect. In this way, the questions differentiate among the candidates based on the amount of knowledge they possess for a given subject matter. In addition, test conditions are standardized in their application to all candidates and the appellant have been measured against others who were similarly affected. That is, all 25 candidates who appeared for the examination were given the same examination, and 28 candidates passed.

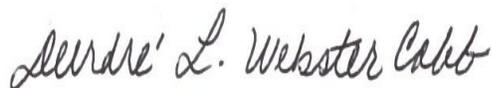
A thorough review of the record indicates that the determinations of the Division of Test Development and Analytics was proper and consistent with Civil Service regulations, and that appellants have not met their burden of proof in these matters.

ORDER

Therefore, it is ordered that these appeals 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 JUNE, 2018



Deirdre L. Webster Cobb
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

c: Brian Murray
Hillary Murtha
Jonathan Pantano
Michael Johnson
Records Center