



STATE OF NEW JERSEY

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

In the Matter of Dorothy Knight,
Assistant Administrative Analyst
(PC2442V), Ocean County

Examination Appeal

CSC Docket No. 2018-2599

ISSUED: JULY 23, 2018 (HS)

Dorothy Knight appeals the determination of the Division of Agency Services (Agency Services), which found that, per the substitution clause for education, she did not meet the experience requirement for the promotional examination for Assistant Administrative Analyst (PC2442V), Ocean County.

The subject examination was announced with a closing date of October 23, 2017 and was open to employees who possessed a Bachelor's degree. Applicants who did not possess the required education could substitute work experience in analyzing, evaluating and providing advice to management on such matters as work methods and procedures, communications, organizational structure, manpower utilization, distribution of work assignments, delegation of authority, policy development, records management or similar areas with the objective of improving managerial effectiveness. Applicants could also substitute work experience in managing, administering or directing an organizational unit and its work programs which entailed responsibility for planning, organizing, directing, staffing, coordinating and budgeting for the activities of the unit. One year of substitutable experience was equal to 30 semester hours of credit. Although three applicants were admitted to the examination, they either did not appear or did not pass.

In her application materials, the appellant did not indicate possession of a Bachelor's degree. Therefore, pursuant to the substitution clause for education, the appellant needed four years of substitutable experience. The appellant indicated possession of an Associate's degree, consisting of 73 credits, from Ocean County College and possession of 48 credits from Kean University. She also listed, in

pertinent part, her experience as a provisional Assistant Administrative Analyst with Ocean County from August 2017 to the closing date. Agency Services credited the appellant with possession of 105 college credits, the maximum allowable for an incomplete Bachelor's degree, which were equivalent to three years and six months of experience. Agency Services also credited the appellant with three months of experience based on her experience as a provisional Assistant Administrative Analyst. None of her other listed experience was credited. Based on her college credits and experience, the appellant was credited with a total of three years and nine months of experience. Therefore, Agency Services deemed the appellant ineligible since she lacked three months of experience, per the substitution clause for education, and thus did not meet the experience requirement set forth in the announcement.

On appeal to the Civil Service Commission (Commission), the appellant argues that she possesses the required experience. It is noted that agency records indicate that the appellant was provisionally appointed to the title of Assistant Administrative Analyst effective August 3, 2017 and continues to serve provisionally in that title.

CONCLUSION

N.J.A.C. 4A:4-2.6(a)2 provides that applicants shall meet all requirements specified in the promotional examination announcement by the closing date. *N.J.A.C.* 4A:1-1.2(c) provides that a rule may be relaxed for good cause shown in a particular situation.

In this matter, Agency Services correctly determined that the appellant was ineligible for the subject examination because, per the substitution clause for education, she did not meet the experience requirement as of the October 23, 2017 closing date since she lacked three months of experience. The appellant was provisionally appointed to the title under test effective August 3, 2017 and continues to serve provisionally in that title. The Commission finds that, for examination eligibility purposes, she has been performing the duties of the title under test since that date. Thus, the appellant now possesses enough applicable experience based on this service. Additionally, the record evidences that the examination situation is not competitive since the admitted applicants either did not appear for or did not pass the examination. Under these circumstances, good cause exists to relax the provisions of *N.J.A.C.* 4A:4-2.6(a)2 and accept the appellant's provisional experience after the closing date, for eligibility purposes only, and admit her to the examination.

ORDER

Therefore, it is ordered that this appeal be granted and the appellant's application be processed for prospective employment opportunities.

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 18TH DAY OF JULY, 2018



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