



**STATE OF NEW JERSEY**

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

In the Matter of April Hudson and  
Tracy Reeves, Claims Adjudicator  
Support Specialist 2 (PS6593N),  
Department of Labor and Workforce  
Development

Examination Appeals

CSC Docket Nos. 2018-3728 and  
2018-3718

**ISSUED: AUGUST 17, 2018 (SLK)**

April Hudson and Tracy Reeves appeal the determinations of the Division of Agency Services (Agency Services) that they did not meet the experience requirements for the promotional examination for Claims Adjudicator Support Specialist 2 (PS6593N), Department of Labor and Workforce Development. These appeals have been consolidated due to common issues presented.

The examination at issue was announced with specific requirements that had to be met as of the December 21, 2017 closing date. The education requirements were 60 college credits. The experience requirements were one year of experience in the collection and verification of information and data for eligibility determination for benefits or services. Applicants who did not possess the required education could substitute additional experience with 30 semester credit hours being equal to one year of experience. A total of 10 employees applied for the subject examination which resulted in a list of five eligibles with an expiration date of June 6, 2021. Certification PS180765 was issued containing the names of the five eligibles and its disposition is due September 11, 2018.

Hudson indicated on her application that she possessed 20 college credits. Additionally, she indicated that she was a Senior Clerk in the subject title from August 2014 to the December 21, 2017 closing date<sup>1</sup>, a Teacher Assistant for the

<sup>1</sup> Personnel records indicate that Hudson was a Senior Clerk from November 2016 to the December 21, 2017 closing date and a Clerk from August 2014 to November 2016.

East Orange Board of Education from October 1998 to January 2014, a Childcare Daycare Worker from June 1997 to August 1997, a Retail Associate for The Avenue from October 1996 to August 1997, an Administrative Assistant for the VA Hospital from June 1995 to August 1995, and a Nurse Assistant for the VA Hospital from June 1994 to August 1994. Agency Services credited her with eight months of experience based on her college credits, but determined per the substitution clause, that she lacked two years and four months of experience.

Reeves indicated on her application that she was a Senior Clerk from August 2015 to the December 21, 2017 closing date<sup>2</sup>, a Customer Service Representative for ACS from June 2005 to August 2015, a Sales/Coordinator Team Leader for Discovery Channel from May 2001 to June 2005, and a Sales/Customer Service Representative for CA1 Services from February 2003 to June 2005. Agency Services did not credit any of her experience and thus, per the substitution clause, she lacked three years of experience.

On appeal, Hudson presents that she has 20 years of work experience in general and four years of work experience with the appointing authority. She also attaches her resume.

Reeves states that she has 15 years of experience collecting data. She presents that she has been working as a Senior Clerk for two years and was previously a Clerk for one year. She also attaches her resume.

## CONCLUSION

*N.J.A.C.* 4A:4-2.6(a) provides that applicants shall meet all requirements specified in the promotional announcement by the closing date. *N.J.A.C.* 4A:4-6.3(b) provides that the appellant has the burden of proof in examination appeals.

A review of the record indicates that Agency Services correctly determined that the appellants are not eligible for the subject examination. Hudson lists her duties as a Senior Clerk as retrieving information from printers, mailing out documents, ensuring information is confidential, providing coverage for staff as needed, copying and faxing documents, creating time sheets, completing reports to show work in progress, helping to eliminate hearings, backlogs and preventative recurrences, assisting in improving the speed and quality of the disability process, supporting retiree and other core services, aiding in preserving the public trust in programs and following up on calls with doctors, lawyers and claimants. Similarly, Reeves lists her duties as a Senior Clerk as retrieving information from printers, mailing out medical records, extracting data from files and coding relevant information on forms, receiving and opening mail regarding claims, opening, sorting

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<sup>2</sup> Personnel records indicate that Reeves was a Senior Clerk from November 2016 to the December 21, 2017 closing date and a Clerk from August 2015 to November 2016.

and scanning mail, and other scanning. In other words, both appellants list duties that indicate that the primary focus of their positions as a Senior Clerk is to perform various clerical duties and not verifying information to make eligibility determinations. Further, even if the appellants' one year and two months of experience as Senior Clerks were applicable, they would both still be short of the three years of required experience. It is noted that Clerk experience is not applicable for the subject title as this is a lower level clerical title and such duties do not rise to the level and scope of the applicable title. Moreover, any applicable duties they may have performed as Clerks would be considered out-of-title work. Finally, neither appellant performed the required duties in their non-State service employment. Therefore, there is no basis to disturb the decisions of Agency Services. Accordingly, the appellants have not met their burden of proof in this matter.

### 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 15<sup>th</sup> DAY OF AUGUST, 2018

*Deirdre' L. Webster Cobb*

Deirdré 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: April Hudson  
Tracy Reeves  
Kelly Glenn  
Records Center