



**STATE OF NEW JERSEY**

In the Matter of Alicia Mugavero,  
Technical Assistant 1, Purchasing  
(PS6232I), Department of  
Corrections

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

CSC Docket No. 2018-3039

Examination Appeal

**ISSUED: SEPTEMBER 7, 2018 (JET)**

Alicia Mugavero appeals the determination of the Division of Agency Services (Agency Services) that she did not meet the experience requirement for the promotional examination for Technical Assistant 1, Purchasing (PS6232I), Department of Corrections.

The subject examination was announced with specific requirements that had to be met as of the November 21, 2017 closing date. The requirements were completion of 60 semester hour credits at an accredited college and two years of para-professional or technical support experience in procurement/purchasing. It was noted that applicants who did not possess the required education could have substituted additional experience as indicated above on a year-to-year basis. Since the appellant did not indicate on her application that she possessed 60 college credits, she was required to possess four years of applicable experience. It is noted that the examination was cancelled on May 4, 2018 as the only applicant, the appellant, was found ineligible for the examination.

A review of the appellant’s application reveals that she served provisionally in the subject title from September 2017 to the November 21, 2017 closing date, as a Storekeeper 2 from November 2013 to September 2017, and as a Communications Operator from September 2005 to November 2013. Agency Services credited the appellant with three months of applicable experience for her provisional work in the subject title. However, it did not credit her with any other applicable experience. Accordingly, Agency Services determined that the appellant lacked three years and nine months of applicable experience.

On appeal, the appellant argues, among other things, that she is qualified for the examination. In support, the appellant submits a letter from Alana Wallbillich, Business Manager, Edna Mahan Correctional Facility, who explains that the appellant performed the duties of a Technical Assistant 1, Purchasing while serving as a Storekeeper 2 from November 2013 through September 2017. She adds that the appellant's duties as a Storekeeper 2 included reviewing procurement requests; assigning commodity codes; identifying accounts for funding; soliciting vendor bids; generating purchasing orders; reviewing vendor invoices; following up with departments; receiving reports; educating staff; locating contracts; identifying approved vendors for services; and familiarizing herself with purchasing regulations and circular letters.

Official personnel records indicate that the appellant continues to serve provisionally in the subject title.

### **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 Storekeeper 2 title. However, the appellant's former supervisor confirms on appeal that the appellant performed the applicable duties of the subject title while serving as a Storekeeper 2 from November 2013 through September 2017. Additionally, records reflect that this is not a competitive situation as the examination was cancelled since the appellant, the only applicant, was initially found ineligible. Moreover, the appellant continues to serve provisionally in the subject title. Under these circumstances, good cause exists to accept the appellant's out-of-title work experience, for eligibility purposes only, and admit her to the examination.

### **ORDER**

Therefore, it is ordered that this appeal be granted, the cancellation of the examination be rescinded, 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 5<sup>th</sup> DAY OF SEPTEMBER, 2018



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