



STATE OF NEW JERSEY

In the Matter of Shaniqua McRae,
Administrative Analyst 3 (PS9564P),
Juvenile Justice Commission

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

CSC Docket No. 2020-1134

Examination Appeal

ISSUED: DECEMBER 20, 2019 (JET)

Shaniqua McRae appeals the determination of the Division of Agency Services (Agency Services) that she did not meet the experience requirement for the promotional examination for Administrative Analyst 3 (PS9564P), Juvenile Justice Commission.

The subject examination was announced with specific requirements that had to be met as of the April 22, 2019 closing date. The requirements were graduation from an accredited college or university with a Bachelor’s degree, and three years of experience involving the review, analysis, and evaluation of budget, organization, administrative practices, operational methods, management operations, or data processing applications, or any combination thereof, which shall have included responsibility for the recommendation, planning and/or implementation of improvements in a business or government agency. It was also noted that a Master’s degree in Public Administration, Business Administration, Economics, Finance, or Accounting could have been substituted for one year of the above noted experience. The examination was cancelled on October 24, 2019 as the only applicant, the appellant, was found ineligible for the examination.

On her application and resume, the appellant listed that she possessed a Bachelor’s degree and a Master’s degree in Social Work. Agency Services credited her for her Bachelor’s degree but not for her Master’s degree as it was not in one of the required fields. Additionally, the appellant indicated that she served provisionally in the subject title from May 2018 to the April 22, 2019 closing date, as a Supervisor, Juvenile Unit Corrections from October 2015 through May 2018,

and as a Social Worker from August 2007 to October 2015. Agency Services credited that appellant with one year of applicable experience for her service in the subject title, but it did not credit her with any other applicable experience. Accordingly, Agency Services determined that the appellant was ineligible for the examination as she lacked two years of applicable experience.

On appeal, the appellant asserts, among other things, that her provisional experience in the subject title and as a Supervisor, Juvenile Unit Corrections, should be sufficient to qualify her for the examination. The appellant adds that she continues to serve as a provisional Administrative Analyst 3.

Official personnel records indicate that the appellant continues to serve provisionally in the subject title. Additionally, it is noted that in a January 30, 2018 pre-appointment evaluation, Agency Services credited the appellant's two years and four months of experience as a Supervisor, Juvenile Unit Corrections.

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. Under *N.J.A.C.* 4A:4-2.1(g), the Civil Service Commission (Commission) can accept clarifying information in eligibility appeals.

In the instant matter, Agency Services correctly credited the appellant with one year of applicable experience for her provisional service in the subject title. Although the appellant's experience as a Supervisor, Juvenile Unit Corrections as described on her application does not precisely mirror the announced requirement, the Commission is satisfied that such experience is applicable. In this regard, that experience was credited by Agency Services in its pre-appointment evaluation. Further, the Commission's review of this matter, including the appellant's application, resume and clarifying arguments on appeal confirm that experience is applicable. Accordingly, with the appellant's provisional experience, and clarified applicable Supervisor, Juvenile Unit Corrections experience, she should be admitted to the examination.

ORDER

Therefore, it is ordered that this appeal be granted, the cancellation of the examination announcement 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 18th DAY OF DECEMBER, 2019



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