



STATE OF NEW JERSEY

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

In the Matter of Andrew Milos,
Senior Systems Analyst (PC2111W),
Morris County

Examination Appeal

CSC Docket No. 2019-2866

ISSUED: May 27, 2019 (RE)

Andrew Milos appeals the decision of the Division of Agency Services (Agency Services) which found that he did not meet the experience requirements for the promotional examination for Senior Systems Analyst (PC2111W), Morris County.

The subject examination announcement was issued with specific requirements which had to be met as of the July 23, 2018 closing date. The examination was open to employees in the non-competitive division who had an aggregate of one year of continuous permanent service as of the closing date in the title Systems Analyst, and who met the announced requirements of possession of a Bachelor’s degree, and three years of experience in the design, installation, and operation of programs for electronic data processing equipment and/or in the design and implementation of systems for electronic data processing application. Applicants who did not possess the required education could substitute additional experience as indicated above on a year for year basis with thirty semester hour credits being equal to one year of experience. The eligible list was issued with one eligible candidate who was appointed on March 29, 2019.

The appellant indicated that he possessed a Bachelor’s degree, and he listed one position on his application, Systems Analyst. He listed his duties as “Desktop Help Problem Solver Setting Up/Fixing Computer Door Access Control Camera Access Control Little bit of Network and Server experiences Dealing with Vendors.” He was not credited with experience in this position, as the duties described focused on Helpdesk duties rather than developing programs for electronic data processing

equipment or systems for electronic data processing application. As such, he was found to lack three years of required experience.

On appeal, the appellant provides a clarification of his duties.

CONCLUSION

N.J.A.C. 4A:4-2.6(a) provides that applicants shall meet all requirements specified in the promotional examination announcement by the closing date. *N.J.A.C.* 4A:4-2.6(c) provides, in pertinent part, that 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, unless good cause is shown for an exception.

In this matter, Agency Services correctly determined that the appellant was not eligible for the subject examination. It is noted that qualifying experience has the announced experience requirement as the primary focus of the position. That is, the announced experience should be the main duty of the listed position.

The job specification for Systems Analyst indicates that incumbents in this position plan, conduct, and develop analytic studies of existing operations and programs to determine feasibility of conversion to a data processing system. In his current position as provisional in the subject title, the appellant provided the following revised duties:

I manage all 100+ office computers in this agency which includes making sure everything works and [is] up to date. At times I need to rebuild computers using other parts. I also manage all the agency laptops that go into the officer patrol cars which includes but not limited to keeping up to date with virus protection and any updates the laptop would have. I also manage the 100+ voice over IP desk phones which this office provides. Both tasks involve working with network connections which I help in maintaining. I also manage our Record Management System, making sure this office personnel is able to get connect and write their reports. I manage all the printers this agency has and [I] contact an outside company for service when needed. Morris County has 10 buildings in which I manage in giving access to personnel along with creating and removing personnel identification cards. I run reports run when Superiors request them. I have created reports and spreadsheets for all the agency cell phones along with desk phones, which help with keeping numbers up to date and replacing any old phones that might be needed. I also work with multiply [sic] cameras throughout Morris County. When asked I can obtain videos for any issues that have occurred. I am also able to created [sic] DVD disc of any camera footage. I have learned how to work the sensor motion in the

camera and what do to in case any camera goes down. I also manage our V.Alert system, which is a panic alarm button for the New Jersey Superior Court Judges. This will deliver a message to the any officer in our agency when the New Jersey Superior Court Judges need help. I am in the process of trying to improve this system using coordinates in the Morris County Court House.

These duties do not have the announced experience requirement as the primary focus. Additionally, these duties do not appear consistent with his permanent title of Systems Analyst. At this point, it appears that the appellant's position may be misclassified. Therefore, the appellant and appointing authority should complete the attached Position Classification Questionnaire (PCQ) and Application for Qualifying Examination (Request for Pre-Appointment Evaluation) and submit them Agency Services within 30 days of the issuance date on this decision. If the appellant is found to be performing the duties of a Systems Analyst, he should be admitted to the examination based on his appointment on June 25, 2012, as he would have the required three years of experience. Otherwise, he does not meet the requirements to take the examination.

An independent review of all material presented indicates that the decision of Agency Services that the appellant did not meet the announced requirements for eligibility by the closing date is amply supported by the record. The appellant provides no basis to disturb this decision. Thus, the appellant has failed to support his burden of proof in this matter.

ORDER

Therefore, it is ordered that this appeal be denied, and the appellant's position undergo a classification review. If the appellant is found to be performing the duties of a Systems Analyst, he should be admitted to the examination.

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 22nd DAY OF MAY, 2019



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Attachments

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