

**STATE OF NEW JERSEY** 

: FINAL ADMINISTRATIVE ACTION : **OF THE** : **CIVIL SERVICE COMMISSION** In the Matter of Ilse Hyde, Senior Clerk Typist (PS9007J), Rowan : University : • **Examination** Appeal : CSC Docket No. 2019-3725 : : :

## ISSUED: AUGUST 16, 2019 (SLK)

Ilse Hyde appeals the determination of the Division of Agency Services (Agency Services) that she did not meet the experience requirements for the promotional examination for Senior Clerk Typist (PS9007J), Rowan University.

The experience requirements were one year of experience in clerical work, including typing, by the December 21, 2018 closing date. *See N.J.A.C.* 4A:4-2.6(a). A total of 11 employees applied and six were found eligible. Certification PS190823 was issued containing the names of the six eligibles as well as three eligibles from other lists. Two eligibles were appointed on PS190823. The list expires on June 19, 2022. It is also noted that personnel records indicate that there are six employees, including the appellant, who are currently provisionally serving in the subject title.

The appellant's application indicates that she was provisionally serving in the subject title from August 2018 to the December 21, 2018 closing date, a Clerk Typist from November 2017 to August 2018, a 20-hour per week Program Assistant from January 2016 to November 2017, and served in various positions in the private sector from April 1995 to July 2015. Agency Services credited the appellant for having 10 months of experience based on her service as a Clerk Typist, but determined that she lacked two months of experience.

On appeal, the appellant explains how she performed the required clerical duties while serving provisionally in the subject title.

## CONCLUSION

N.J.A.C. 4A:4-2.1(g) provides that the Civil Service Commission (Commission) can accept clarifying information in eligibility appeals. For example, information submitted on appeal pertaining to duties in a given position that expands or enlarges information previously submitted is considered clarifying and is accepted.

In this matter, initially Agency Services determined that the appellant was primarily performing secretarial duties, and not clerical duties, while provisionally performing in the subject title. However, on appeal, the appellant explains that in addition to secretarial duties, clerical duties were one of her primary duties while provisionally serving in the subject title. Therefore, the Commission finds that the appellant has sufficiently clarified that she has been performing the required duties for more than the required time by the closing date.

## ORDER

Therefore, it is ordered that the appeal be granted, and Ilse Hyde'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 14th DAY OF AUGUST, 2019

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Deirdré L. Webster Cobb Chairperson **Civil Service Commission** 

Inquiries

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