

STATE OF NEW JERSEY

In the Matter of Emma Smith, Assistant Purchasing Agent (PC0345A), Sussex County

CSC Docket No. 2020-1355

FINAL ADMINISTRATIVE ACTION OF THE CIVIL SERVICE COMMISSION

Examination Appeal

ISSUED: January 16, 2020 (RE)

Emma Smith appeals the determination of the Division of Agency Services (Agency Services) which found that she did not meet the experience requirements for the promotional examination for Assistant Purchasing Agent (PC0345A), Sussex County.

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The subject examination announcement was issued with a March 21, 2019 closing date, and was open to employees in the competitive division who had an aggregate of one year of continuous permanent service as of the closing date in any title and who met the announced requirements. These requirements included possession of a Bachelor's degree from an accredited college or university, and four years of experience in the writing of purchase specifications and in the purchase of equipment, materials, and supplies in a large government or private agency. Applicants who did not possess the required education could substitute additional experience as indicated on a year for year basis with thirty semester hour credits being equal to one year of experience. The appellant was found to be ineligible based on a lack of applicable experience. As the appellant was the sole applicant, the examination was cancelled on November 16, 2019.

The appellant indicated on her application that she possessed no college credits, and therefore, she needed to possess eight years of applicable experience. She listed the following positions on her application: Assistant Purchasing Agent, Administrative Clerk, Principal Account Clerk, Keyboarding Clerk, Principal Account Clerk Typing, and Senior Account Clerk. The appellant was credited with three months of experience in her provisional position. Agency Services noted that

she possessed seven years, three months of verified out-of-title work from April 2008 to June 2015. Her remaining experience did not match the experience requirement. As the total amount of experience fell six months short, the appellant was found to be ineligible.

On appeal, the appellant argues that she meets the minimum requirements for the position as he has "thirteen years of full time experience," and she provides a resume.

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)1 provides that except when permitted by the Chairperson or designee 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.

In the present matter, a review of the documentation demonstrates that initially, Agency Services correctly determined that the appellant was not eligible for the subject examination. As of the announced closing date, the appellant only possessed a total of seven years and six months of qualifying experience. However, the appellant continues to serve provisionally in the title under test and she has accrued at least an additional since months of experience since the March 2019 closing date. Also, the subject examination was cancelled due to a lack of admitted candidates. Under these circumstances, good cause exists to accept the appellant's experience after the closing date, and admit her to the examination.

ORDER

Therefore, it is ordered that this appeal be granted, the examination cancellation be rescinded, and the appellant's application be processed.

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 15th DAY OF JANUARY, 2020

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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: Emma Smith
Diana Francisco
Kelly Glenn
Records Center