

Carpet and Tile. None of this experience was accepted, and she was found to be lacking three years of qualifying experience.

On appeal, the appellant provides her application, and indicates that her experience is extensive.

CONCLUSION

N.J.A.C. 4A:4-2.6(a)2 states that applicants for promotional examinations must meet all requirements by the announced closing date.

The appellant was denied admittance to the subject examination since she lacked at least three years of experience in secretarial *and* administrative clerical work. In order for experience to be acceptable, it must mirror the experience required in the examination announcement. In addition, it must have as its *primary* focus full-time responsibilities in the areas required in the announcement. *See In the Matter of Bashkim Vlashi* (MSB, decided June 9, 2004).

The appellant lists the duties of her provisional position as: organizes assigned secretarial and administrative clerical work with effective work methods; manages office typing of correspondence, reports, and recommendations of a confidential nature; maintains confidential follow-up and other files; and assists with all inmate account duties where needed. A review of these duties indicates that she is not performing the work of a Secretarial Assistant 3 (Non-Stenographic). As such, Agency Services should perform a review of the appellant's duties to determine the proper classification of her position. For eligibility purposes, it is not sufficient to be provisional in the title, but the candidate must also be performing the duties of the title. None of the remaining experience had secretarial duties as the primary focus. The appellant lacks three years of required experience. Should the classification review find that the appellant is performing in-title work as a Secretarial Assistant 3 (Non-Stenographic), another examination can be announced.

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 her burden of proof in this matter.

ORDER

Therefore, it is ordered that this appeal be denied, and the matter of the appellant's position classification be referred to Agency Services for review.

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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