



STATE OF NEW JERSEY

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

In the Matter of Sherry Taylor,
Supervisor of Patients' Accounts 1
(S1043A), Statewide

Examination Appeal

CSC Docket No. 2020-2465

**ISSUED: NOVEMBER 27, 2020
(ABR)**

Sherry Taylor appeals the determination of the Division of Agency Services (Agency Services), which found that she failed to meet the experience requirement for the open competitive examination for Supervisor of Patients' Accounts 1 (S1043A), Statewide.

The examination was open, in part, to applicants who possessed a Bachelor's degree and four years of experience in investigation work involving the collection and/or accounting of funds as of the November 21, 2019 closing date. Pursuant to the substitution clause for education, applicants could substitute additional experience for the required degree on a year-for-year basis, with 30 semester hour credits being equal to one year of experience. A total of 40 individuals applied for the subject examination and 31 were admitted. The subject examination has not yet been administered.

On her application, the appellant stated that she possessed an Associate's degree in Business Management and an additional 13 semester hour credits. Therefore, pursuant to the substitution clause, she needed to possess five years and six months of applicable experience for the subject examination. With regard to her experience, she indicated, in relevant part, that she served provisionally as a Supervisor of Patients' Accounts 1 from April 2019 to the closing date (November 2019); as a document processor with the Department of Community Affairs from May

2017 to March 2019;¹ as a Project/Office Manager with Champion Windows from November 2014 to March 2016; as a Recruit Office Manager with Patrice and Associates from June 2013 to October 2014; as an Executive Administrative Assistant with Integra LifeSciences from April 2011 and April 2012; as an owner/operator of Agape Childcare LLC from July 2008 to May 2011; and as a Business Planning Assistant with Medco from January 2002 to July 2008.

Upon review of her application, Agency Services credited the appellant with one year and five months of applicable experience based upon her service as a Project/Office Manager with Champion Windows. However, Agency Services did not credit her experience as a provisional Supervisor of Patient Accounts 1, as it found that the duties she listed in her application appeared to mimic the required duties listed in the job specification instead of describing her actual responsibilities in that position. Furthermore, Agency Services did not credit her remaining experience because there was no indication that the required experience was the primary focus of her duties in any other position. Consequently, she was deemed ineligible for the subject examination.

On appeal to the Civil Service Commission (Commission), the appellant argues that she should have been admitted to the subject examination based upon the totality of her education and experience, including her provisional service in the subject title. In support, she submits an updated copy of her resume. She notes, in relevant part, that she served as an Office Coordinator/Project Manager with Mederex, Inc. from April 2000 to January 2002 with duties that included maintaining records of financial transactions by establishing accounts, posting transactions and ensuring compliance with legal requirements; and conserving subsidiary accounts by verifying, allocating and posting transactions.

James Hollen, Chief Operating Officer and Deputy Chief Executive Officer, Trenton Psychiatric Hospital submits a letter of support in which he indicates that the appellant's provisional service in the subject title, together with her experience as an Office Coordinator/Project Manager from April 2000 to January 2002 constitutes sufficient applicable experience for the subject examination.

Agency records indicate that the appellant continues to serve provisionally in the subject title.

CONCLUSION

N.J.A.C. 4A:4-2.3(b) provides that applicants shall meet all requirements specified in the examination announcement by the announced closing date. *N.J.A.C.*

¹ Agency records indicate that the appellant has been serving provisionally in the subject title since April 1, 2019. However, the agency records do not reflect any service with the Department of Community Affairs.

4A:4-2.1(f) provides that an application may only be amended prior to the announced closing date.

Initially, it is noted that the appellant lists additional experience on appeal that she did not note in her application, including her experience as an Office Coordinator/Project Manager from April 2000 to January 2002. However, her submission of this additional information on appeal is considered an amendment to her application for the subject examination, which, pursuant to *N.J.A.C. 4A:4-2.1(f)* cannot be considered after the closing date.

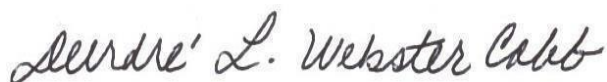
As to the appellant's remaining experience, Agency Services properly credited her with one year and five months of applicable experience based upon her service as a Project/Office Manager. The Commission observes that even if her eight months of provisional service in the subject title as of the closing date were deemed applicable, she still would have needed to possess an additional three years and five months of applicable experience. However, a review of her application and her appeal fails to demonstrate that she possessed any other applicable experience. In this regard, in order for experience to be considered applicable, 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). Here, a review of the record fails to demonstrate that the primary focus of the appellant's duties in any other title was investigation work involving the collection and/or accounting of funds, as required. Thus, it was properly determined that she did not possess sufficient applicable experience for the subject examination as of the closing date. Accordingly, the appellant has not met her burden of proof and there is no basis to disturb the decision of Agency Services.

ORDER

Therefore, it is ordered that this appeal be denied.

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 24TH DAY OF NOVEMBER 2020



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