



STATE OF NEW JERSEY

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

In the Matter of Shontai Bryant,
Secretarial Assistant 2, Non-
Stenographic (PS0779T), Department
of Transportation

Examination Appeal

CSC Docket No. 2020-2278

ISSUED: May 1, 2020

(SLK)

Shontai Bryant appeals the determination of the Division of Agency Services (Agency Services) that she did not meet the requirements for the promotional examination for Secretarial Assistant 2, Non-Stenographic (PS0779T), Department of Transportation.

The requirements for the subject title were four years of experience in secretarial and administrative clerical work. The requirements needed to be met by the October 21, 2019 closing date. The appellant was the only applicant and the examination was cancelled due to a lack of qualified candidates.

On the appellant’s application, she indicated that she was provisionally serving in the subject title from June 2019 to the October 21, 2019 closing date, a Judiciary Clerk 3 from April 2018 to June 2019, an Operations Processor 2 for Wells Fargo from September 2012 to April 2018, and a Vault Clerk Lead for Brinks from April 2015 to September 2017. Agency Services credited the appellant with five months of experience based on her provisional service in the subject title, but determined that she lacked three years and seven months of experience.

On appeal, the appellant highlights her 30 college credits. She asserts that her education and experience provide over 10 years of clerical and administrative experience. The appellant notes that the job specifications for the Judiciary Clerk title series indicate that incumbents in these titles provide clerical and administrative support. She presents that in addition to the experience listed on her

application, she also has 10 years of clerical customer support experience in the banking industry. The appellant states that all of her experience includes some type of clerical, personnel and administrative duties. She submits a letter from her current supervisor in support of her appeal.

CONCLUSION

N.J.A.C. 4A:4-2.6(a) provides that applicants shall meet all requirements specified in the promotional announcement by the closing date. *N.J.A.C.* 4A:1-1.2(c) provides that the Civil Service Commission (Commission) may relax these rules for good cause in a particular situation, on notice to affected parties, in order to effectuate the purposes of Title 11A, New Jersey Statutes.

Initially, it is noted that Agency Services correctly determined that the appellant was ineligible for the subject title as, outside of her provisional experience in the subject title, the appellant was not performing secretarial or administrative clerical duties. However, it cannot be ignored that although the primary focus of the appellant's duties in most of her previous positions do not precisely mirror the required experience, she has provided significant amounts of administrative and clerical support in those positions. Moreover, she continues to serve provisionally in the subject title and the examination was cancelled due to a lack of qualified candidates. Accordingly, in this matter, the Commission finds good cause under *N.J.A.C.* 4A:1-1.2(c) to accept the appellant's experience, for eligibility purposes only, and admit her to the examination.

This determination is limited to the instant matter and does not provide precedent in any other matter.

ORDER

Therefore, it is ordered that the appeal be granted, the cancellation of the examination be rescinded and Shontai Bryant'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 29TH DAY OF APRIL, 2020

Deirdre' L. Webster Cobb

Deirdré L. Webster Cobb
Chairperson
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