



STATE OF NEW JERSEY

In the Matter of Justin Koo,  
Technician Management Information  
Systems (S0767W)

FINAL ADMINISTRATIVE ACTION  
OF THE  
CIVIL SERVICE COMMISSION

Examination Appeal

CSC Docket No. 2019-3044

ISSUED: May 1, 2020 (EG)

Justin Koo appeals the determination of the Division of Agency Services (Agency Services) which found that he was below the minimum requirements in experience for the open competitive examination for Technician Management Information Systems (S0767W).

The subject open competitive examination was announced with pertinent requirements which had to be met as of the announced closing date of June 21, 2018. Specifically, applicants had to have completed of 60 semester hour credits from an accredited college or university. Additionally, applicants were required to possess one year of experience in work involving information systems including responsibility for gathering, compilation, retrieval, maintenance, and distribution of financial, management, and/or other technical information in a public or private organization, or in providing user support and solving user problems in a help desk or related environment. The subject examination resulted in a list of 14 eligibles with an expiration date of April 10, 2022. It is noted that the eligible list was certified twice but no eligibles have been permanently appointed.

A review of the appellant’s application and resume indicates that he possess a Bachelor’s degree. Additionally, it indicates that he has served as a Temporary Technician with Department of Military and Veteran’s Affairs from January 2018 through the closing date of the examination; as an Information Technology Specialist for the New Jersey Army National Guard from March 2016 through the closing date of the examination; and as a Software Quality Assurance Analyst II for BTI Solutions Inc. from April 2013 to January 2018. Agency Services credited the appellant with two months of applicable experience for his two-hours of work per

week as an Information Technology Specialist. However, it did not find any of his other work experience applicable.

On appeal, the appellant argues that he possesses enough experience to be found eligible for the subject examination. He contends that he has been performing the duties of the title under test for over a year. Additionally, the appellant asserts that his experience as an Information Technology Specialist for the New Jersey Army National Guard provides him with enough applicable experience for the Technician Management Information Systems examination. Further, he requests to be considered for Disabled Veteran's preference.<sup>1</sup>

## CONCLUSION

*N.J.A.C.* 4A:4-2.3(b) provides that applicants shall meet all requirements specified in the open-competitive examination announcement by the closing date. Additionally, *N.J.A.C.* 4A:4-6.3(b) provides that an appellant has the burden of proof in examination and selection disqualification appeals.

In the instant matter, Agency Services appropriately denied the appellant's eligibility for the subject examination for lacking the required applicable experience. Additionally, it is noted that the appellant received credit for his work in the Army National Guard. However, this experience was pro-rated as he indicated on his application that he only worked two hours a week in this capacity. Further, while official records indicate that the appellant is currently serving as a provisional in the title under test, his appointment occurred after the closing date of the examination. Thus, this experience will not be considered. Moreover, the duties the appellant listed in his other positions, including a Temporary Technician, do not appear applicable for the subject examination. 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). *See also, In the Matter of Karen Conti* (CSC, decided April 19, 2017) (Commission noted that an experience requirement in an announcement that lists a number of duties which define the primary experience, requires that the applicants demonstrate that they primarily performed all those duties for the required length of time. Performance of only one or some of the duties listed is not indicative of comprehensive experience). Thus, although on appeal the appellant claims to have performed applicable work, it is clear the primary focus of the other positions he listed did not include responsibility for gathering, compilation, retrieval, maintenance, and distribution of financial, management, and/or other technical information in a public or private organization, or in

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<sup>1</sup> The appellant also requests Disabled Veteran's preference. However, the Commission does not have jurisdiction to make this determination. Rather, the appellant must file for Veteran's preference with the Department of Military and Veterans Affairs, which will determine if the appellant is entitled to Veteran's or Disabled Veteran's preference.

providing user support and solving user problems in a help desk or related environment.

Accordingly, based on the foregoing, the appellant has not met his burden of proof, and has not provided a basis to disturb the determination of Agency Services that he was ineligible for the title under test.

**ORDER**

Therefore, it is ordered that the 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 29<sup>TH</sup> DAY OF APRIL , 2020



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