



STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION  
OF THE  
CIVIL SERVICE COMMISSION

In the Matter of Erskine Barrino,  
Contract Administrator 2 (M0641B),  
Newark School District

Examination Appeal

CSC Docket No. 2022-78

ISSUED: SEPTEMBER 7, 2021 (SLK)

Erskine Barrino appeals the determination of the Division of Agency Services (Agency Services) that he did not meet the experience requirements for the open competitive examination for Contract Administrator 2 (M0641B), Newark School District.

The subject examination’s closing date was October 21, 2020. The education requirements were a Bachelor’s degree. The experience requirements were three years of experience involving contract/grant work, project financing, constructing management, fiscal administration, social services administration, and/or budget and management operations of a government or business entity, at least one year of which shall have involved responsibility for some aspect of contract/grant administration. Applicants who did not possess the required education could substitute additional experience as indicated on a year-for-year basis with 30 semester hour credits being equal to one year of experience. A Master’s degree in Accounting, Finance, Business Administration, Public Health, Public or Hospital Administration, or Social Work with concentrations in Health, Administration or Social Policy could substitute for one year of basic experience. A total of 12 individuals applied and six were found eligible. Certification OL210574 was issued containing the names of the six eligibles and its disposition is due October 4, 2021. The list expires on June 23, 2024.

On his application, the appellant did not indicate the he possessed a college degree. The appellant did indicate that he was an Assistant Buyer from April 2017

to the October 21, 2020 closing date, a Storekeeper 1 from April 2015 to April 2017, a Supply Support Technician 2 from March 2001 to April 2015, an Equipment Operator from 2000 to 2001, a Truck Driver from 1999 to 2000, and a Maintenance Worker 1 from 1989 to 1999. Personnel records indicate that the appellant was an Assistant Buyer from May 2017 to the closing date, a Storekeeper 1 from January 2015 to May 2017, a Supply Support Technician 2 from June 2001 to January 2015, an Equipment Operator from July 2000 to June 2001, a Truck Driver Single Axle from March 1999 to July 2000, and a Maintenance Worker 1 Transportation from November 1989 to March 1999. Per the substitution clause for education, Agency Services determined that he lacked seven years of general experience and one year of responsibility that involved some aspect of contract/grant administration.

On appeal, the appellant states that as a Supply Support Technician 2, he has 15 years of experience where he dealt strictly with contract vendors, where if they did not have a vendor identification, they could not purchase from them. Additionally, he presents that as a Storekeeper 1 for two years, he did the same thing as the Supply Support Technician 2s, but had more responsibility and more buying flexibility and dealt with grants. Moreover, as an Assistant Buyer for four years, the appellant indicates that he had four years of experience doing the same thing as in the other titles, which is why he was qualified to be an Assistant Buyer even though it was a step down from his previous title. Therefore, the appellant argues that he has over 20 years of the required experience.

## 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.

*N.J.A.C.* 4A:4-6.3(b) provides, in pertinent part, that the appellant shall have the burden of proof in examination appeals.

In this matter, a review of the appellant's application and appeal indicates that Agency Services correctly determined that he was not eligible for the subject examination. Specifically, while there are some aspects of the required experience in the appellant's positions, his primary focus in these positions was not contract/grant administration or in the other required areas. Simply checking to see whether a vendor has a vendor identification and only purchasing from those with the proper identification and engaging in other aspects of purchasing is not the same as being involved with some aspects of contract/grant administration, which is professional level work that involves the review, administration, technical assistance, preparation, monitoring, evaluation, and/or providing recommendations for contract and grant approvals.<sup>1</sup> In order for experience to be considered

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<sup>1</sup> This definition of contract/grant administration was developed from the job specification for Contract Administrator 1.

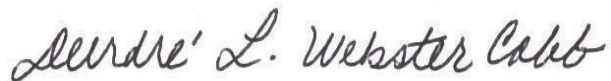
applicable, it must have as its primary focus full-time responsibilities in the areas required in the announcement. *See In the Matter of Bashkim Vlashi* (MSB, decided June 9, 2004). Clearly, the appellant's described experience does not meet the above standards. Accordingly, the appellant was properly found not eligible for the subject examination.

**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 1<sup>ST</sup> DAY OF SEPTEMBER, 2021



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