



**STATE OF NEW JERSEY**

In the Matter of Patrice F. Bassett,  
Records Manager (PM4891C), City of  
Camden

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

CSC Docket No. 2022-2239

Examination Appeal

**ISSUED: AUGUST 3, 2022 (BS)**

Patrice F. Bassett appeals the determination of the Division of Agency Services (Agency Services) which found that she did not meet the requirements for the promotional examination for Records Manager (PM4891C), City of Camden.

The examination at issue was announced, in pertinent part, with experience requirements which had to be met as of the October 21, 2021 closing date. Specifically, all applicants had to possess a Bachelor’s degree from an accredited college or university plus five years of experience in the planning and development of records management programs and procedures and/or the review, analysis, and evaluation of record maintenance systems and recommendation for improved methods of operation. Records indicate that subject promotional examination was cancelled April 2, 2022 due to a lack of qualified applicants.

The appellant filed an application on which she indicated that she possessed a Master’s degree plus experience as a provisional Records Manager (November 2018 to the closing date), Records Support Technician 1 and 2 (July 2014 to October 2018), Deputy Registrar of Vital Statistics (December 2012 to June 2014), and Clerk (December 2005 to November 2012). Agency Services concluded that she satisfied the educational requirement and possessed three years and one month of applicable experience as a provisional Records Manager. The appellant’s experience as a Record Support Technician 1 and 2 may have involved some applicable, though out-of-title, responsibilities and Agency Services reached out to the appointing authority

for clarification but received no response. None of the appellant's remaining positions involved applicable responsibilities. As a result, Agency Services found the appellant ineligible for the subject examination since she lacked one year and 11 months of the required experience.

On appeal, the appellant asserts that she satisfies the subject requirements. In support of her appeal, the appointing authority submitted a letter on her behalf indicating that she had performed the records management function for Camden City since 2012 and far exceeds the minimum five year requirement.

### **CONCLUSION**

*N.J.A.C.* 4A:4-2.3(b)2 provides that applicants shall meet all requirements specified in the examination announcement by the closing date. *N.J.A.C.* 4A:2-2.6(c) provides that except when permitted for good cause, applicants for promotional examinations may not use experience gained as a result of out-of-title work to satisfy eligibility requirements. *N.J.A.C.* 4A:4-6.3(b) provides that, except for medical or psychological disqualification appeals, the appellant shall have the burden of proof.

As of the October 21, 2021 closing date, the appellant satisfied the educational requirement and possessed three years and one month of applicable experience as a provisional Records Manager. The appellant needed an additional one year and 11 months of appropriate experience to satisfy the subject requirements. Accordingly, she was correctly deemed ineligible for the subject promotional examination per Agency Services.

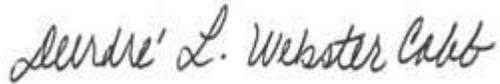
However, in the instant matter, the Civil Service Commission (Commission) notes that the appellant continues to successfully serve as a provisional in the subject position, giving her an additional eight months of experience. Moreover, the appointing authority has endorsed her out-of-title experience as a Records Technician 1 and 2. Additionally, the subject promotional examination was cancelled on March 8, 2022, due to a lack of qualified applicants. Further, the appointing authority endorses her appeal, and this is not a competitive situation. Under these circumstances, the Commission accepts the appellant's out-of-title experience as a Records Technician 1 and 2, for eligibility purposes only, which will allow her the opportunity to be tested and be considered for a future permanent appointment to the subject title.

### **ORDER**

Therefore, it is ordered that this appeal be granted, the examination cancellation be rescinded and the appellant's application be processed as soon as possible.

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 3<sup>RD</sup> DAY OF AUGUST 2022



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Chairperson, Civil Service Commission

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