



STATE OF NEW JERSEY

In the Matter of Samantha Canulli,
Contract Administrator 1 (PS6732T),
Department of Transportation

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

CSC Docket No. 2022-2577

Examination Appeal

ISSUED: October 12, 2022 (JET)

Samantha Canulli appeals the determination of the Division of Agency Services (Agency Services) that she did not meet the experience requirement for the promotional examination for Contract Administrator 1 (PS6732T), Department of Transportation.

The promotional examination was announced with specific requirements which had to be satisfied by the October 21, 2021, closing date. The requirements, in relevant part, were possession of a Bachelor's degree, and two years of experience in work involving contract/grant work, project financing, construction management, fiscal administration, social service administration, and/or budget and management operations of a government or business entity, at least one year of which involved responsibility for some aspect of contract/grant administration. Applicants who did not possess the required education could substitute additional applicable experience on a year-for-year basis, with 30 semester hour credits being equal to one year of experience. A total of seven eligible applied, and two were admitted to the examination, which is scheduled for October 27, 2022.

On her application and resume, the appellant indicated that she possessed 45 college credits. Agency Services credited her with one year and six months of applicable experience for her college credits. Therefore, pursuant to the substitution clause, the appellant would need to possess an additional four years and six months of applicable experience as indicated above. The appellant also listed that she served provisionally in the subject title from August 2017 to the October 2021 closing date; as a Supervisor of Accounts from October 2014 to August 2017; as a Head Audit Account Clerk from June 2012 to October 2014; as a Principal Clerk Typist from

August 2007 to June 2012; and as a Clerk Typist from September 2004 to August 2007.¹ Agency Services credited the appellant with two years and seven months of applicable general and specialized experience for her provisional service in the subject title, and with one year and eight months of applicable general experience for her service as a Supervisor of Accounts. However, Agency Services did not credit her with any other applicable experience. Accordingly, Agency Services determined that the appellant was not eligible for the subject examination, as she lacked three months of applicable general experience.

On appeal, the appellant asserts, among other things, that she should be admitted to the subject examination as she possesses sufficient experience in the subject title to qualify her for the examination.

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

CONCLUSION

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

Initially, Agency Services credited the appellant with one year and six months of experience for her college credits, and four years and three months of applicable experience for her provisional service in the subject title and for her service as a Supervisor of Accounts. After review, the Commission agrees that the appellant's other experience in various positions did not have, as their primary focus, duties that would be applicable for the subject examination. Nevertheless, the record reflects that the appellant continues to serve provisionally in the subject title, and as such, has gained an additional year of applicable experience since the closing date. Moreover, the examination is not competitive, as only two applicants were admitted to the subject examination, and therefore, any list that results would be incomplete. Under these circumstances, good cause exists to relax the provisions of *N.J.A.C.* 4A:4-2.6(a) and accept the appellant's provisional experience in the subject title gained after the closing date, for eligibility purposes only, and admit her to the examination. This determination is limited to the particular circumstances presented, and may not be used as precedent in any future matter.

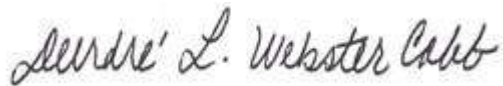
¹ Agency records indicate that the appellant served provisionally in the subject title from April 2019 to the October 2021 closing date, as a Management Assistant from August 2017 to April 2019; as a Supervisor of Accounts from November 2014 to August 2017; as a Head Audit Account Clerk from June 2012 to November 2014; as a Principal Clerk Typist from August 2007 to June 2012; as a Senior Clerk Typist from May 2006 to August 2007; and as a Clerk Typist from April 2005 to May 2006.

ORDER

Therefore, it is ordered that this appeal be granted, and the appellant'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 12TH DAY OF OCTOBER, 2022



Deirdre L. Webster Cobb
Chairperson
Civil Service Commission

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