



implemented efficiency for the Division, composed and updated accounting procedures, and reviewed and maintained fiscal records. In support, a Senior Personnel Technician with Human Resources states that as a Principal Account Clerk the appellant conducted numerous procedures and wrote various accounting and revenue collections for the Finance Department, streamlining efficiency in these areas. She states that the appellant is the only person qualified for the job, meets the educational requirements, and has more than two years of experience.

## CONCLUSION

*N.J.A.C.* 4A:4-2.6(a) provides that applicants shall meet all requirements specified in the promotional examination announcement by the closing date. *N.J.A.C.* 4A:4-2.6(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.

At the outset, it is noted that titles are categorized as professional, para-professional or non-professional. *N.J.A.C.* 4A:4-2.5(a)1 states that professional titles require at least a Bachelor's or higher-level degree, with or without a clause to substitute experience. Thus, since the Accounting Procedures Analyst title requires completion of a Bachelor's degree with a substitution clause, which permits additional experience in lieu of the college credits, as well as relevant experience, it is considered a professional title.

The appellant's prior-held titles do not require a Bachelor's degree and therefore are not professional titles. The titles Principal Account Clerk and Clerk 2 are considered non-professional titles since they do not require completion of any college credits. In addition to the requirement of a Bachelor's degree, professional work is basically interpretive, evaluative, analytical and/or creative requiring knowledge or expertise in a specialized field of knowledge. This is generally acquired by a course of intellectual or technical instruction, study and/or research. *See In the Matter of Lewis Gordon* (Commissioner of Personnel, decided September 27, 1997). Experience acquired in non-professional titles does not technically satisfy the requirements for eligibility in higher level category titles. *See In the Matter of Irma Camilo* (MSB, decided February 9, 2005).

When an applicant indicates extensive experience in titles established under the State Classification Plan, it is appropriate to utilize the job specifications to determine the primary focus of the duties of incumbents serving in career service titles. In the eligibility screening process, reliance on the job specifications to determine the primary focus of duties for incumbents of a particular title or title series provides a standardized basis on which Agency Services can compare what an applicant indicates on his or her application to what incumbents in a particular title series generally perform. In order to maintain the integrity of the State

Classification Plan, Agency Services cannot simply accept *carte blanche* how an applicant describes his or her experience when such a barometer exists. In this regard, it is noted that *N.J.A.C. 4A:3-3.4* contemplates that employees are appointed to a title appropriate to the duties to be performed in the title and will not be assigned duties other than those properly pertaining to the assigned title which the employee holds. See *In the Matter of William Moore* (MSB, decided May 10, 2006).

On her application, for the duties of her provisional position the appellant copied the Examples of Work from the job specification for the title. Then, she added additional duties of performing accounting work involved in the installation, operation and auditing of accounts; preparing complex accounting and statistical tabulations; preparing and submitting all financial reports due to other agencies; maintaining all essential accounting records and files; and analyzing payroll records, disbursements and revenues in preparation of monthly reports. Simply quoting the duties contained in the job specification on an application is not a sufficient basis on which to determine if a candidate's *specific* duties would meet the requirements for an examination. Candidates must demonstrate that the duties they perform qualify them for admission to the examination. See *In the Matter of Maxsine Allen and Vivian Stevenson* (MSB, decided March 10, 2004). Additionally, the duties that were in her own words are not those of an Accounting Procedures Analyst. On appeal, the appellant selects for review a few duties that match the announced requirements, assessing and implementing efficiency for the Division, and composing and updating accounting procedures. She also states that she reviews and maintains fiscal records. This information is insufficient to determine if the announced experience requirement is the primary focus of the position, or if the two duties provided on appeal are ancillary duties to the review and maintenance of fiscal records.

In any event, the appellant had been in her provisional position for six months as of the May 2022 closing date and even if this experience had been accepted, she would still fall one year, six months short as of the closing date. Human Resources indicates that the appellant was working out-of-title while in her Principal Account Clerk title. Even if she was, the description of the duties of her current position are insufficient to determine that the position is properly classified.

As there were no duties in her own words on her application that would verify the primary focus of the position, if the appointing authority wants the appellant to remain in her current position, the appellant should provide a duties questionnaire (enclosed) to Agency Services detailing the duties of the position, along with a completed examination application within 30 days of the issuance of this decision, so that an appropriate provisional title can be assigned, and a pre-qualification determination can be made. Should the appellant be found not eligible

for the new provisional appointment, she should be returned to her underlying permanent title at that time.

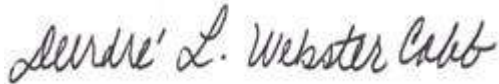
An independent review of all material presented indicates that the decision of Agency Services that the appellant did not meet the announced requirements for eligibility by the closing date is amply supported by the record. The appellant provides no basis to disturb this decision. Thus, the appellant has failed to support her burden of proof in this matter.

**ORDER**

Therefore, it is ordered that this appeal be denied, and the matter of the classification of the appellant's provisional position be referred to the Division of Agency Services for review.

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 12<sup>TH</sup> DAY OF OCTOBER, 2022



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Deirdré L. Webster Cobb  
Chairperson  
Civil Service Commission

Inquiries  
and  
Correspondence

Nicholas F. Angiulo  
Director  
Division of Appeals and Regulatory Affairs  
Civil Service Commission  
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P. O. Box 312  
Trenton, New Jersey 08625-0312

Enclosure

c: Lynn Martin  
Catherine Binowksi  
Division of Agency Services  
Records Center

<h2 style="margin: 0;">POSITION CLASSIFICATION QUESTIONNAIRE</h2> <p style="margin: 0;">NEW JERSEY CIVIL SERVICE COMMISSION DIVISION OF STATE &amp; LOCAL OPERATIONS</p>	FOR CIVIL SERVICE COMMISSION USE
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**IMPORTANT:** Full instructions for completing this form are located on the last page. It is most important that employees and supervisors read them carefully. The form must be signed by the employee, his or her supervisor, the Program Manager or Division Director and the Appointing Authority Representative.

**INCOMPLETE REQUESTS WILL BE RETURNED.**

S&LO LOG NO.
EMPLOYEE ID #
CSS REQUEST NO.

1. NAME OF EMPLOYEE (IF ANY)	2. ANNUAL SALARY ( <i>Current</i> )	3. POSITION NO.	4. CODE ( <i>Range and Title</i> )
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5. OFFICIAL TITLE OF POSITION	6. WORKING TITLE ( <i>If different</i> )
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7. LOCATION OF POSITION <i>(Geographic location, Unit, Section, Division, Institution, or Department)</i>
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7A. EMPLOYEE WORK OR HOME MAILING ADDRESS
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8. WORK (DUTIES) PERFORMED - Describe in detail the work required of this position. Make descriptions so clear that persons unfamiliar with the work can understand exactly what is done. **NOTE:** If this is a vacant position or a new position request, the form must be completed by the supervisor of the position and certified for accuracy by the Appointing Authority Representative.

Percent of Time	Work (Duties) Performed	Order of Difficulty

**ITEM 8 CONTINUED**

Percent of Time	Work (Duties) Performed	Order of Difficulty

9. REGULAR SCHEDULE OF WORK HOURS					
DAY	FROM	TO	DAY	FROM	TO
Monday			Friday		
Tuesday			Saturday		
Wednesday			Sunday		
Thursday			Length of Lunch Period -----		
Total Hours Worked Per Week -----					

9b. EXPLAIN ROTATION OF SHIFTS, IF ANY



**QUESTIONNAIRE CONTINUED**

10. TYPE OF SUPERVISION RECEIVED (Check One — See definitions on page 4)

- CLOSE   
  LIMITED   
  GENERAL   
  OTHER (Explain) \_\_\_\_\_

11. Does this position supervise other employees?

- YES (If yes, complete Items A thru E)     NO  
 A.  Occasionally?    [or]     Regularly?  
 B. Responsible for the preparation of performance evaluations?     YES     NO  
 C. Assign work?     YES     NO  
 D. Review completed work of employees supervised?     YES     NO

E. List the names and titles of the employees supervised directly.

*(If the employees supervised comprise one or more complete units, include the names of the units)*

**12. CERTIFICATION OF EMPLOYEE**



I CERTIFY that I have read the instructions and the entries made above are my own and, to the best of my knowledge, are accurate and complete.

SIGNATURE ..... DATE .....

**13. STATEMENTS OF IMMEDIATE SUPERVISOR**

A. Comments on Statements of Employee

Check here if continued on additional sheets.

B. What do you consider the most important duties of this position?

Check here if continued on additional sheets.

C. List those knowledges and abilities necessary for standard performance of the job to be done by an incumbent of this position

Check here if continued on additional sheets.

D. I  AGREE     DISAGREE with the employee's description of job duties, percentage of time, and order of difficulty.

COMMENTS:

Check here if continued on additional sheets.

OFFICIAL TITLE  
*(Working title if different)*

SIGNATURE

DATE

### 14. STATEMENTS OF PROGRAM MANAGER OR DIVISION DIRECTOR

- I  AGREE with the statements of the immediate supervisor.
- I  DISAGREE with the statements of the immediate supervisor.

COMMENTS:

Check here if continued on additional sheets.

OFFICIAL TITLE  
*(Working title if different)*

SIGNATURE

DATE

### 15A. STATE APPOINTING AUTHORITY REPRESENTATIVE SIGNATURE

 In State service, the agency representative's signature certifies the information in accordance with 4A:3-3.9(c)1. 

OFFICIAL TITLE  
*(Working title if different)*

SIGNATURE

DATE

### 15B. LOCAL APPOINTING AUTHORITY REPRESENTATIVE SIGNATURE

In Local service, the agency representative's signature certifies the information in accordance with 4A:3-3.9(d).

- I  AGREE with the statements of the immediate supervisor and program manager or division director.
- I  DISAGREE with the statements of the immediate supervisor and program manager or division director.

COMMENTS:

Check here if continued on additional sheets.

OFFICIAL TITLE  
*(Working title if different)*

SIGNATURE

DATE



