



STATE OF NEW JERSEY

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

In the Matter of Lakeisha Gallmon,
Management Assistant (PS6935H),
Department of Health

CSC Docket No. 2022-2816

Examination Appeal

ISSUED: November 23, 2022 (JET)

Lakeisha Gallmon appeals the determination of the Division of the Agency Services (Agency Services) that she did not meet the experience requirement for the promotional examination for Management Assistant (PS6935H), Department of Health.

The promotional examination was announced with specific requirements which had to be satisfied by the November 22, 2021 closing date. Specifically, the requirements, in relevant part, were possession of a Bachelor's degree, and one year of experience performing complex administrative support work which must have included the interpretation, verification and/or application of department/agency rules, regulations, policies and procedures. It was noted that applicants who did not possess the required education could substitute additional experience as indicated above on year for year basis, with 30 semester hour credits being equal to one year of experience. The examination was cancelled on May 13, 2022, as the five applicants, including the appellant, were found ineligible for the examination.

Upon review of her application and resume, the appellant indicated that she possessed 12 college credits. Since the appellant did not possess a Bachelor's degree, she was required to possess five years of applicable experience. Agency Services credited her with four months of experience for her 12 college credits pursuant to the substitution clause. The appellant also listed, in pertinent part, that she served provisionally in the subject title from June 2020 to the November 2021 closing date; as a Secretarial Assistant 3, Non-Stenographic from May 2018 to

June 2020; and as a Head Clerk from July 2016 to June 2017.¹ Agency Services credited the appellant with four years and four months of applicable experience. Accordingly, Agency Services determined that the appellant was ineligible for the examination, as she lacked eight months of applicable experience.

On appeal to the Civil Service Commission (Commission), the appellant states that she possesses 24 years of applicable experience, and she provides further details of the duties she performed as a Senior Clerk Typist; as a Principal Clerk Typist; and as a Secretarial Assistant 3. As such, the appellant maintains that she is qualified for the examination.

It is noted that the appellant continues to serve provisionally in the subject title.

CONCLUSION

N.J.A.C. 4A:4-2.6(a)2 provides that applicants shall meet all requirements specified in the promotional 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 correctly determined that the appellant was not eligible for the subject examination as she only possessed four years and four months of applicable experience as of the closing date. However, the Commission notes that the appellant continues to serve provisionally in the title under test and has accrued an additional one year of applicable experience. Moreover, the examination has been cancelled. 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 experience gained after the closing date, for eligibility purposes only, and admit her to the examination.

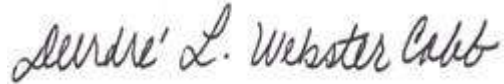
ORDER

Therefore, it is ordered that this appeal be granted, the cancellation of the examination be rescinded, and the appellant be admitted to the examination.

This is the final administrative determination in this matter. Any further review should be pursued in a judicial forum.

¹ Agency records reflect that the appellant served provisionally in the subject title from June 2020 to the November 2021 closing date; as a Secretarial Assistant 3 from May 2018 to June 2020; as a Principal Clerk Typist from February 2017 to May 2018 and from July 2007 to August 2016; as a Head Clerk from August 2016 to February 2017; as a Senior Clerk Typist from December 1998 to April 1999 and from August 1999 to November 2002; and as a Clerk Typist from April 1999 to August 1999.

DECISION RENDERED BY THE
CIVIL SERVICE COMMISSION ON
THE 23RD DAY OF NOVEMBER, 2022



Deirdré L. Webster Cobb
Chairperson
Civil Service Commission

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