



STATE OF NEW JERSEY

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

In the Matter of Alexander McClean,
Senior Management Assistant
(M0251D), Jersey City

Examination Appeal

CSC Docket No. 2022-3032

ISSUED: September 21, 2022 (RE)

Alexander McClean appeals the determination of the Division of Agency Services (Agency Services) which found that he did not meet the experience requirements for the open-competitive examination for Senior Management Assistant (M0251D), Jersey City.

The subject examination announcement was issued with a closing date of February 22, 2022. The examination was open to residents of Jersey City and New Jersey who met the announced requirements. These requirements included graduation from an accredited college or university with a Bachelor’s degree, and two years 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. Applicants who did not meet the education requirement could substitute experience on a year-for-year basis, with 30 semester hour credits equal to one year of experience. It is noted that 17 candidates are eligible for the examination which has not yet been held.

On his application, McClean indicated that he possesses a Bachelor’s degree, and he listed three positions on his application. He did not provide a resume. His positions include: Chief Policy and Compliance Officer, Urban Planner and Senior Project Manager. Official records indicate that the appellant is a provisional Senior Management Assistant and that “Chief Policy and Compliance Officer” is not an official Civil Service title. He was credited with one year in his provisional position, and the remaining two positions were inapplicable. He was found to be lacking one year of applicable experience.

On appeal, McClean provides new descriptions for each of his positions by copying the required experience and indicating which rules he was interpreting, verifying or applying.

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.

In this matter, Agency Services correctly determined that the appellant was not eligible for the subject examination. It is noted that qualifying experience has the announced experience requirement as the primary focus of the position. That is, the announced experience should be the main duty of the listed position. Since the Senior Management Assistant 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, and the announced experience requirement involves professional experience. The focus of the duties of a Senior Management Assistant is to assist in the coordination of management or administrative activities of an assigned unit or work area. The incumbents act as an assistant to Managers, not in a supportive or secretarial function, but rather, to relieve the Managers of detail-oriented and time-consuming professional tasks.

The appellant's one year of experience in his provisional position was accepted. His positions as Urban Planner and Senior Project Manager are inapplicable as the appellant was not performing complex administrative support work. There is no evidence in the appellant's application that he met the minimum qualifications for the title at the time of the appointment in March 2021. Additionally, the appellant did not list, or include any duties on his application for his provisional appointment as a Senior Management Assistant. Instead, he calls his position "Chief Policy and Compliance Officer," and he has indicated that he supervises two professional staff members and one support staff. Senior Management Assistant is not a supervisory title. At this point, it appears that the appellant's position may be misclassified. Therefore, the appellant and appointing authority should complete the attached Position Classification Questionnaire (PCQ) and submit it Agency Services within 30 days of the issuance date on this decision.

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 his burden of proof in this matter.

ORDER

Therefore, it is ordered that this appeal be denied, and the position undergo a classification 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 21ST DAY OF SEPTEMBER, 2022

Dolores Gorczyca

Dolores Gorczyca
Presiding Member
Civil Service Commission

Inquiries
and
Correspondence

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

Attachment

c: Alexander McClean
John Metro
Division of Agency Services
Records Center

POSITION CLASSIFICATION QUESTIONNAIRE

NEW JERSEY CIVIL SERVICE COMMISSION DIVISION OF STATE & LOCAL OPERATIONS

FOR CIVIL SERVICE COMMISSION USE

S&LO
LOG NO.

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.

EMPLOYEE ID #

CSS
REQUEST NO.

1. NAME OF EMPLOYEE (IF ANY)

2. ANNUAL SALARY (*Current*)

3. POSITION NO.

4. CODE (*Range and Title*)

5. OFFICIAL TITLE OF POSITION

6. WORKING TITLE (*If different*)

7. LOCATION OF POSITION

(*Geographic location, Unit, Section, Division, Institution, or Department*)

7A. EMPLOYEE WORK OR HOME MAILING ADDRESS

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
<i>Monday</i>			<i>Friday</i>		
<i>Tuesday</i>			<i>Saturday</i>		
<i>Wednesday</i>			<i>Sunday</i>		
<i>Thursday</i>			<i>Length of Lunch Period</i>		
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

