



**STATE OF NEW JERSEY**

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

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

CSC Docket No. 2023-1043

Reconsideration

**ISSUED:** February 1, 2023 **(RE)**

Alexander McClean petitions the Civil Service Commission (Commission) for reconsideration of the decision rendered on September 21, 2022, which found that he was ineligible for the open-competitive examination for Senior Management Assistant (M0251D), Jersey City on the basis that he did not meet the experience requirements.

By way of background, the subject open-competitive examination had a closing date of February 22, 2022. The eligibility requirements were possession of a Bachelor’s degree from an accredited college, 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. The resultant eligible list of six eligible promulgated on October 27, 2022.

The petitioner submitted an on-line application listing three positions under employment: Chief Policy and Compliance Officer, Urban Planner and Senior Project Manager. Official records indicate that the petitioner is a provisional Senior Management Assistant as “Chief Policy and Compliance Officer” is not an official Civil Service title. He was credited with one year in his provisional position, and was found to be lacking one year of applicable experience. In its September 21, 2022

decision, the Commission explained that the petitioner's second and third positions were not applicable, as qualifying experience has the announced experience requirement as the primary focus of the position, and the petitioner was not performing complex administrative support work in the other two positions.

In the present matter, the petitioner indicates that the Commission did not consider his experience appropriately, as he did perform complex administrative support work as an Urban Planner and as a Senior Project Manager. He states that as a Senior Project Manager for the New York City Department of City Planning he was interpreting and applying regulations when coordinating with environmental firms on environmental assessment statements (EASs) and environmental impact statements (EISs), and he provides samples of his work.

### CONCLUSION

*N.J.A.C. 4A:2-1.6(b)* provides that a petition for reconsideration must show the following:

1. New evidence or additional information not presented at the original proceeding which would change the outcome and the reasons that such evidence was not presented at the original proceeding; or
2. That a clear material error has occurred.

Applying this standard to the instant matter, the petitioner has not demonstrated that reconsideration should be granted. On appeal, the petitioner argued that in his position as a Senior Project Manager he was performing complex administrative support work which included the interpretation, verification and/or application of department/agency rules, regulations, policies and procedures. Based on the descriptions provided, this is incorrect. While he may have been applying regulations in the course of his duties, this does not establish that he was performing complex administrative support work. The petitioner did not assist a Manager in the coordination of management or administrative activities of an assigned unit or work area in this position, nor as an Urban Planner. Rather, as a Senior Project Manager he primarily oversaw the environmental reporting process for development applications, and verified that EASs/EISs were compiled in compliance with the environmental quality review technical manual. These duties do not warrant additional credit as qualifying experience.

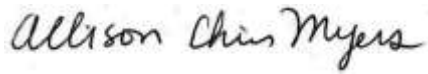
The petitioner has failed to present a basis for reconsideration of this matter since he failed to establish that a clear material error occurred in the original determination or that new evidence presented would change the outcome of the appeal.

**ORDER**

Therefore, it is ordered that this petition be denied.

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 1<sup>ST</sup> DAY OF FEBRUARY, 2023



---

Allison Chris Myers  
Acting Chairperson  
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

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