



B-28

STATE OF NEW JERSEY

In the Matter of Debra Swope,
Investigator, County Welfare Agency
(C0183T), Essex County

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

CSC Docket No. 2016-421

Examination Appeal

ISSUED: OCT 09 2015 (JET)

Debra Swope appeals the determination of the Division of Agency Services (Agency Services) that she did not meet the experience requirements for the open competitive examination for Investigator, County Welfare Agency (C0183T), Essex County.

The subject examination was announced with a closing date of March 30, 2015 and required completion of 60 semester hour college credits from an accredited college or university, and two years of work experience that involved either: (1) investigations in connection with the prosecution or defense of civil or criminal cases; or (2) investigations concerning compliance with or violations of statutory laws, rules, and regulations; or (3) criminal investigations requiring the use of a variety of investigatory methods and techniques; or (4) securing and verifying information and making determinations or recommendations pertaining to such matters as the eligibility or qualifications of applicants for loans, insurance, credit, employment, entitlement to cash awards or financial benefits, and the adjustment and settlement of insurance claims; or (5) other types of investigations which involved the collection of facts, and obtaining information by observing conditions, examining records, interviewing individuals; and preparing investigative reports and findings. It was noted that applicants who did not possess the required education could have substituted additional experience as indicated above on a year-for-year basis, with 30 semester hour credits being equal to one year of experience. A total of 139 applicants applied for the subject examination which resulted in a list of 16 eligibles with an expiration date of August 26, 2018.

On her application and resume, the appellant indicated that she possessed a Bachelor's degree in Business Administration. Agency Services credited her for her education. In addition, the appellant listed that she worked as an Overnight Facility Coordinator at Integrity House, Inc., from July 2012 to March 2015, and as a Facility Coordinator at Integrity House, Inc., from May 2012 to July 2014. Agency Services did not find any of that experience applicable.

On appeal, the appellant argues that her experience and education as listed on her application should be sufficient to qualify her for the examination. Additionally, the appellant amends her application and provides a copy of her resume listing additional experience as a Security Officer from October 1, 2007 to June 1, 2009, as a Courier Driver from March 1, 2004 to January 1, 2009, and as a Probation Investigator/Probation Officer from September 1, 1988 to July 1, 2004.

CONCLUSION

N.J.A.C. 4A:4-2.3(b) provides that applicants shall meet all requirements specified in the open competitive announcement by the closing date. *N.J.A.C.* 4A:4-2.1(f) provides that examination applications may only be amended prior to the filing date.

In the present matter, Agency Services correctly determined that the appellant is not eligible for the subject examination. Although the appellant amends her application on appeal by providing additional employers not listed on her original application, *N.J.A.C.* 4A:4-2.1(f) specifically states the application may only be amended prior to the announced closing date. Thus, this information cannot be considered in the adjudication of this appeal. Additionally, the experience she listed on her application did not indicate the required experience. In order for experience to be considered applicable, it must have as its primary focus full-time responsibilities in the areas required in the announcement. *See In the Matter of Bashkim Viashi* (MSB, decided June 9, 2004). The primary focus of the appellant's positions with Integrity House was not in any of the required areas based on the information contained in the appellant's application. Further, there is no basis to accept her amended information since the eligible list is complete. Accordingly, Agency Services correctly determined that the appellant was ineligible for the examination.

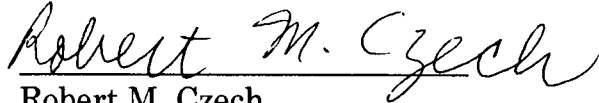
A thorough review of all material presented indicates that Agency Services' determination that the appellant did not meet the eligibility requirements by the closing date is amply supported by the record. Thus, the appellant has failed to support her burden of proof in this matter.

ORDER

Therefore, it is ordered that this appeal 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 7th DAY OF OCTOBER, 2015



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