



STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION OF THE CIVIL SERVICE COMMISSION

In the Matter of Joyce Person-Perkins, Executive Director, Office On Aging (PM0047U), Bayonne

Examination Appeal

CSC Docket No. 2016-4981

ISSUED: NOV 16 2016 (SLK)

Joyce Person-Perkins appeals the determination of the Division of Agency Services (Agency Services) that she was below the minimum requirements in experience for the promotional examination for Executive Director, Office On Aging (PM0047U), Bayonne.

The examination at issue was announced with specific requirements that had to be met as of the January 21, 2016 closing date (see attached). The appellant was the only employee that applied for the examination which was cancelled due to a lack of qualified applicants.

On her application and attached resume, Ms. Person-Perkins indicated that she was provisionally serving in the subject title from 2015 (no month specified) to the January 21, 2016 closing date, a Secretarial Assistant from July 2004 to August 2015, a Social Work/Case Manager/Coordinator from 1994 to 2004 for the Urban League of Hudson County, Inc., and a Head Coordinator-Expeditor/Certified Home Health Aide from 1988 to 1994 for Visiting Homemakers of Hudson County, Inc. She also indicated that she possesses a Bachelor's degree. Personnel records indicate that she was provisionally serving in the subject title from July 2015 to the January 21, 2016 closing date, a Secretarial Assistant from May 2005 to July 2015, and a Tentative Title, Local Governments from July 2004 to May 2005. Agency Services credited her for her education and seven months of experience based on her provisional service in the subject title, but determined that she lacked four years and five months of experience.

On appeal, Ms. Person-Perkins re-submits her resume which states that, while working as a Secretarial Assistant, she spent half of her duties maintaining a case load of clients. Additionally, she represents that, in this position, she assisted the former Director in overseeing the operations of the division including assisting with developing policies, problem solving, and performing various administrative duties. Further, she attaches proof to indicate she is a Certified Social Worker and completed other Social Work related training. Moreover, Ms. Peggy Lanni, the now retired Executive Director, Office On Aging, submits a letter that indicates that she worked directly with the appellant for 12 years and asserts that her education and experience make her the best candidate. Specifically, she provides that the appellant worked with her to implement and train staff on the Care Management system, reviewed case files and prepared the staff for monitoring from the State and County, was responsible for updating the office's inventory of community resources, coordinated interaction with all outside agencies in the field of aging and social service network, and planned and conducted education programs such as a program to update the Medicare and Prescription Drug changes made during the Open Enrollment period.

CONCLUSION

N.J.A.C. 4A:4-2.6(a) provides that applicants shall meet all requirements specified in the promotional 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 with open-competitive requirements may not use experience gained as a result of out-of-title work to satisfy the requirements for admittance to the examination or for credit in the examination process.

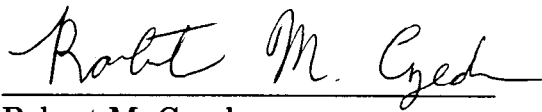
Initially, it is noted that Agency Services correctly determined that the appellant was not eligible for the subject examination. The appellant was credited with seven months of experience based on her provisional service in the subject title, but lacked four years and five months of applicable experience to establish eligibility. Any relevant experience the appellant gained as a Secretarial Assistant would be out-of-title-work. However, Ms. Lanni confirmed that the appellant has been performing the required duties as a Secretarial Assistant for more than 12 years. Additionally, the appellant is a certified Social Worker and has completed other Social Work training. Moreover, the examination was cancelled due to a lack of qualified applicants and the appellant continues to serve provisionally in the title under test. Therefore, under these circumstances, good cause exists to relax the provisions of *N.J.A.C.* 4A:4-2.6(a) and accept Ms. Person-Perkins' provisional experience in the subject title after the closing date, as well as her out-of-title work experience while serving as a Secretarial Assistant, for eligibility purposes only, and admit her to the subject examination.

ORDER

Therefore, it is ordered that the appeal be granted, and Joyce Person-Perkins' application be processed for prospective employment opportunities only.

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 10th DAY OF NOVEMBER, 2016



Robert M. Czech
Chairperson
Civil Service Commission

Inquiries
and
Correspondence

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: Joyce Person-Perkins
James Davis
Kelly Glenn
Records Center

NEW JERSEY CIVIL SERVICE COMMISSION
COUNTY AND MUNICIPAL GOVERNMENT SERVICES
PROMOTIONAL ANNOUNCEMENT



Click here to file Online Print
\$25.00 PROCESSING FEE REQUIRED
Make Check/Money Order Payable to NJCSC

SYMBOL: PM0047U	WEIGHT CODE: *
TITLE: EXECUTIVE DIRECTOR OFFICE ON AGING	SALARY: \$55,127.00 - \$81,069.00
ISSUE DATE: January 01, 2016	CLOSING DATE: January 21, 2016
TITLE CODE: 01787/ AZRJR7	JURISDICTION CODE: N09010017
JURISDICTION: BAYONNE	
DEPARTMENT: MUNICIPAL SERVICES	

Visit www.state.nj.us/csc
And select "Job Announcements"
to view this announcement and to file an application

Open to employees in the competitive division who have an aggregate of one year of continuous permanent service as of the closing date and are currently serving in the following title(s):

Assistant Executive Director Office on Aging 00529

Or to employees in the competitive division who have an aggregate of one year of continuous permanent service as of the closing date in any competitive title and meet the requirements listed below:

Education: Graduation from an accredited college or university with a Bachelor's degree. You must indicate either possession of a degree or total number of college credits completed to date on your application. (Foreign degrees/ transcripts must be evaluated by a recognized evaluation service.) Failure to do so will result in rejection from the examination process.

Note: Applicants who do not possess the required education may substitute, in addition to the required experience indicated below, applicable experience on a year for year basis, with thirty (30) semester hour credits being equal to one (1) year of experience.

Experience: Five (5) years of professional experience in either a paid or volunteer capacity in an agency operating programs relating to elderly people in the fields of social work, public health, nursing, teaching, recreation, gerontology, psychology, vocational counseling, community organization work, or a related field.

Note: Possession of a Master's degree in any of the above fields from an accredited college or university may be substituted for two (2) years of indicated experience. You must indicate the details of your Master's degree on your application. (Foreign degrees/transcripts must be evaluated by a recognized evaluation service.) Failure to do so will result in rejection from the examination process.

License: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle rather than employee mobility, is necessary to perform the essential duties of the position. The responsibility for ensuring that employees possess the required motor vehicle license, commensurate with the class and type of vehicles they operate, rests with the Appointing Authority.

IMPORTANT INFORMATION

1. NJAC 4A:4-2.6 states that all requirements listed must be met as of the closing date, including assignment to jurisdiction/department, and satisfying the permanent status requirement.
2. ONLY ON-LINE APPLICATIONS WILL BE ACCEPTED. YOU MUST COMPLETE YOUR APPLICATION IN DETAIL. Your score may be based on a comparison of your credentials with the job requirements. Failure to complete your application properly may lower your score or cause you to fail.
3. This examination is open to full-time and part-time permanent employees. If an employment list results from this announcement, it may be certified to fill both full-time and part-time positions. If 35- and 40-hour positions are used within the department, the resulting list may be used to fill either work week position.
4. NJAC 4A:4-1.5 states that any employee who is serving on a provisional basis and who fails to file for and take an examination which has been announced for his/her title SHALL BE SEPARATED FROM THE PROVISIONAL TITLE.
5. In accordance with Public Law 2010 c.26, Veterans pay a reduced application fee of \$15.00 if they have previously established Veterans Preference with the DMAVA (as defined by N.J.S.A. 11A:5-1 et seq.), or your claim is approved by DMAVA at least 8 days prior to the issuance of this eligibility list. PLEASE NOTE THIS REDUCED FEE DOES NOT APPLY TO PUBLIC SAFETY TITLES (i.e. Police, Fire, Corrections and Sheriff).
6. If you are having difficulty submitting your application online, technical support and customer care are available during regular business hours, 8:00 a.m. to 4:00 p.m. EST, Monday - Friday, excluding holidays and emergency closings. Please Email: OAS.support@csc.state.nj.us or call (609) 292-4144. Please note that application support requests received outside of regular business hours on the closing date will not change the application filing deadline, so PLEASE FILE EARLY.

DPF-256A * Revised 03/09