

B-54



STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION  
OF THE  
CIVIL SERVICE COMMISSION

In the Matter of Nubia Siddiqu,  
Quality Assurance Specialist Health  
Services (PS2851K), Department of  
Human Services

Eligibility Appeal

CSC Docket No. 2016-705

ISSUED: DEC 13 2016

(LDH)

Nubia Siddiqu appeals the determination of the Division of Agency Services (Agency Services) that she did not meet the experience requirements for the promotional examination for Quality Assurance Specialist Health Services (PS2851K), Department of Human Services (DHS).

The subject examination was announced with a closing date of February 21, 2015 and was open, in part, to candidates who possessed a Bachelor's degree and three years of specialized experience in the field of quality assurance in a mental health, geriatric, health care setting, or human services agency which includes monitoring and/or evaluation of clinical or human services records and programs which may include allegations of abuse, neglect, exploitation or incidents of client abuse or safety and well-being. The subject eligible list, containing 17 names, promulgated on December 31, 2015 and expires on December 30, 2018.

On her application, the appellant indicated, in part, that she possessed a Bachelor's degree and worked as a Senior Community Program Specialist from January 2013 to the closing date; as a Senior Therapy Program Assistant from May 2011 to January 2013; as an Education Program Development Specialist from December 2010 to May 2011; and as a Teacher 3, 12 Months, from January 2006 to January 2011. Based on the foregoing, Agency Services determined that she lacked three years of applicable experience as any applicable experience was out-of-title experience.

On appeal to the Civil Service Commission (Commission), the appellant highlights her employment history. She states that she performed relevant duties as a Senior Therapy Program Assistant and as a Senior Community Program Specialist. The appellant contends that she has gained extensive knowledge and skills that make her qualified for the subject title. In support, she submits, *inter alia*, a letter from Jeff Robinson, Chief of Risk Management, DHS, stating that as a Senior Community Program Specialist, the appellant performed relevant out-of-title duties since January 2013, and a letter from Tesa Sims, Acting Director of Rehabilitation, DHS, stating that the appellant performed relevant out-of-titles duties from May 2011 to January 2013, as a Senior Therapy Program Assistant.

### 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.

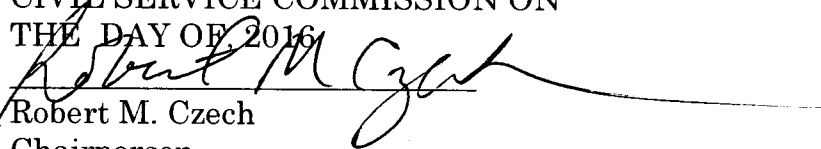
Initially, it is noted that Agency Services correctly determined that the appellant was not eligible for the subject examination as she lacked three years of applicable experience. Though the appellant submits verification letters of out-of-title duties, good cause has not been established to justify admittance of the appellant into the examination. In this regard, the subject eligible list contains 17 names of applicants who met the announced requirements. Accordingly, good cause does not exist to accept the appellant's out-of-title work experience and to admit her to the examination.

### 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 DAY OF 2016

  
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Chairperson  
Civil Service Commission

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