



In the Matter of Julie Carson,  
 Assistant Food Service Supervisor 1 :  
 (PS9924K), Woodbine Developmental :  
 Center :  
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 CSC Docket No. 2016-3918 :  
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**STATE OF NEW JERSEY**  
**FINAL ADMINISTRATIVE**  
**ACTION**  
**OF THE**  
**CIVIL SERVICE COMMISSION**

Examination Appeal

**ISSUED: DEC 15 2016 (CSM)**

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Julie Carson appeals her score on the promotional examination for Assistant Food Service Supervisor 1 (PS9924K), Woodbine Developmental Center. Ms. Carson passed the subject examination, earned a final average score of 89.340 and ranked 2<sup>nd</sup> on the eligible list.

The subject examination was announced open to employees who had an aggregate of one year of continuous permanent service as of the October 21, 2015 closing date and possessed a Bachelor's degree from an accredited college or university and had five (5) years of experience as a supervisor of the planning, preparation, or delivery system of a food service operation. Applicants who did not possess the required Bachelor's degree could substitute additional experience as indicated on a year for year basis with thirty (30) semester hour credits being equal to one (1) year of experience. A total of five employees applied for the subject examination that resulted in an employment roster of three eligibles with an expiration date of March 23, 2019. It is noted that one permanent appointment has been made from the subject list.

The subject promotional examination was processed as a "ranked unassembled" examination involving the evaluation of education, training and experience as set forth on the candidates' examination applications. The unassembled examination scoring standard gave credit for up to 10 years of appropriate experience. The scoring criteria provided that all candidates who met the requirements listed on the promotional announcement would receive a base score of 70.000. Eight (8) points were awarded for possession of a general Bachelor's degree and incomplete degrees were awarded 0.0667 points per credit, up

to a maximum of 105 credits. Full credit was awarded for all experience as a supervisor of the planning, preparation, or delivery system of a food service operation.

The appellant indicated on her original application that she was a Head Cook from November 2001 to the closing date, October 2015. The appellant indicated that she supervised 14 staff members in this position. From November 1997 to November 2001 she was a Cook and from November 1985 to October 1987 she was a Food Services Worker. The appellant did not indicate supervision of any staff members in these positions. The appellant did not list possession of any college credits.

The appellant was awarded the base score of 70.000 since she was admitted to the subject examination because she met the open competitive requirements. She was also awarded the maximum of 10 years of supervisory experience, which equated to 13.333 points, for her service as a Head Cook. Additionally, she was awarded 5.00 points for her seniority and 1.00 point for her PAR credit for a final average score (rounded up) of 89.340 ( $70.000 + 13.333 + 5.000 + 1.000 = 89.340$ ). However, as she did not indicate possession of a Bachelor's degree or specify any number of college credits she completed, the appellant could not be awarded additional points for education.

On appeal, the appellant states that she was the only veteran on the list and questions how she scored and ranked lower than the first ranked eligible since she has more years of service than him as a Head Cook. In support of her appeal, the appellant provides a copy of her certificate of Veteran Status, resume, and a letter of reference from Diane Peck, Supervising Clinical Nutritionist.

## CONCLUSION

A review of the record demonstrates that the appellant's score is correct. With respect to an unassembled examination, it is long standing policy that in the course of the administration of an unassembled examination, only the ten most recent years of experience are evaluated for scoring purposes. As such, this examination only evaluated experience between November 2005 and the October 2015 closing date. *N.J.S.A. 11A:4-1* provides considerable discretion to the Commission in the development and scoring of examinations for positions in the career service. The adoption of the long standing policy of evaluating a candidate's most recent ten years of experience in the course of the administration of E&E examinations is an example of this discretionary authority. In adopting this policy, it was determined that there are so many changes in the methods and/or equipment in performing tasks in every area of employment that only experience gained within the ten year time period immediately prior to the closing date of the examination would be evaluated for credit. The Commission and its predecessor, the Merit

System Board (Board), have upheld the appropriateness of the ten-year rule. *In the Matter of Peter Smith* (CSC, decided April 23, 1984), it was determined that “there are sound reasons for limiting the evaluation to experience gained within the past ten years since rapid changes in certain fields make recent experience a more valid indicator of current knowledge than experience gained many years ago.” The Commission further concluded that “the utilization of the ten year cut-off in grading the E&E examination ... is neither arbitrary nor discriminatory.” *See also, In the Matter of John Gerolstein* (Commissioner of Personnel, decided October 24, 1996). The unassembled examination process takes into account the quality and quantity of experience an applicant possesses, as well as, if determined appropriate, education and seniority.

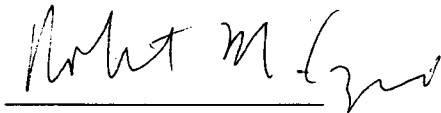
In this case, the appellant received full credit for the ten-year maximum based on her supervisory experience in the title of Head Cook. Even though the non-veteran eligible who ranked first was appointed as a Head Cook in November 2003, two years later than the appellant, he had more than ten years of supervisory experience as of the closing date. Therefore, he also received full credit for the ten-year maximum based on his supervisory experience as a Head Cook. The first ranked eligible also received 5.000 points for his seniority and 1.000 for his PAR. However, in accordance with the scoring standard, the first ranked eligible received an additional 0.889 points because he indicated completion of 20 college credits on his application. Therefore, his final average score was 90.230 ( $70.000 + 13.333 + 5.000 + 1.000 = 89.340 + .889 = 90.230$ ). Thus, since the appellant did not indicate completion of any college credits on her original application, she could not receive any additional points on the examination. Accordingly, the appellant’s score is correct.

### 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  
7<sup>TH</sup> DAY OF DECEMBER, 2016



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