



STATE OF NEW JERSEY

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

In the Matter of Laura Flynn,
Senior Community Program
Specialist (S0361W), Statewide

CSC Docket No. 2019-1034

Examination Appeal

ISSUED: January 22, 2019 (RE)

Laura Flynn appeals the determination of the Division of Agency Services (Agency Services) which found that she did not meet the experience requirements, per the substitution clause for education, for the open-competitive examination for Senior Community Program Specialist (S0361W), Statewide.

The subject examination announcement was issued with a closing date of April 4, 2018, and was open to residents of New Jersey who possessed a Bachelor's degree from an accredited college or university and two years of program delivery experience in providing education, habilitative, or social services in programs for the developmentally disabled. Applicants who did not possess the required education could substitute additional experience on a year for year basis with 30 semester hour credits being equal to one year of experience. Also, a Master's degree in Social Work, Education, Psychology, Nursing, or other related areas could be substituted for one year of required experience. The appellant was found to be below the minimum requirements in experience requirements, per the substitution clause for education. Fifty-two candidates appeared for the examination and the results are not yet available.

On her application, the appellant indicated that she possessed 89 credits, which prorates to two years, eleven months of experience. Therefore, based on the substitution clause, she was required to have three years, one month of substitutable experience. She listed two positions on her application, Senior Community Program Specialist and Charge Nurse, and she was credited with two years, eleven months of experience in these positions, from May 2015 to March

2018. On her resume, the appellant listed an additional position, Supervisor at BJ Stores, Inc., which was inapplicable. Thus, the appellant was found to be lacking two months of required experience per the substitution clause for education. On appeal, the appellant provided a narrative of her employment history with the State, and a few of her duties in various positions. In support, her Case Management Unit Director submitted a letter indicating that she believes that the appellant qualifies to take the examination. She also provided a copy of her transcript from Western Governors University. She had listed this education on her resume, but did not include any college credits. Her transcript reveals that she accrued six college credits at this University prior to the closing date.

CONCLUSION

N.J.A.C. 4A:4-2.3(b) provides that applicants shall meet all requirements specified in the open competitive examination announcement by the closing date.

Initially, the appellant was correctly denied admittance to the subject examination since she did not indicate on her application that she met the announced requirements. Nonetheless, the appellant has sent in clarifying information regarding the possession of an additional six college credits accrued prior to the closing date, which prorates to two months of experience. The appellant included the University on her initial submission, and as such, good cause exists to accept the appellant's clarification of education and to allow her to take a make-up examination for prospective appointment. However, this remedy is limited to the facts of this situation and may not be used as precedent in any other proceeding.

ORDER

Therefore, it is ordered that this appeal be granted, and the appellant be provided a make-up examination for prospective appointment 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 16th DAY OF JANUARY, 2019



Deirdré L. Webster Cobb
Chairperson
Civil Service Commission

Inquiries
and
Correspondence

Christopher S. Myers
Director
Division of Appeals and Regulatory Affairs
Civil Service Commission
Written Record Appeals Unit
P. O. Box 312
Trenton, New Jersey 08625-0312

c: Laura Flynn
Kelly Glenn