



## STATE OF NEW JERSEY

 FINAL ADMINISTRATIVE ACTION  
 OF THE  
 CIVIL SERVICE COMMISSION

Examination Appeal

In the Matter of  
 Samantha Foster-Tiso,  
 Quality Assurance Coordinator  
 Health Care Facility (C0291D),  
 Ocean County

CSC Docket No. 2022-2452

ISSUED: MAY 23, 2022 (RE)

Samantha Foster-Tiso appeals the decision of the Division of Agency Services (Agency Services) which found that she did not meet the experience requirements for the open competitive examination for Quality Assurance Coordinator Health Care Facility (C0291D), Ocean County.

The subject examination had a closing date of February 22, 2022 and was open to residents of Ocean County who met the announced requirements. These requirements included a current and valid registration as a professional nurse in the State of New Jersey *or* graduation from an accredited college or university with a Bachelor's degree **AND** three years of experience in the monitoring and evaluation of patient care services in a health care facility *or* three years of clinical or supervisory experience in providing direct patient care services in a health care facility. Applicants who did not possess the required education could substitute experience on a year for year basis. The appellant was found to be ineligible based on a lack of experience. As there were no admitted candidates, the examination was cancelled on April 9, 2022.

On her application and resume, the appellant indicated that she possessed a Bachelor's degree, which satisfies the educational requirement, and she listed three positions: Quality Assurance Coordinator, Healthcare Facility from January 2021 to February 2022; Field Representative, Health Education Bilingual in Spanish and English from June 2018 to January 2021; and Clerical Seasonal Specialist, Academic Advising with Stockton University from January 2018 to June 2018. The

appellant was credited with one year, two months in the first position, and was found to be lacking one year, ten months of applicable experience.

On appeal, the appellant provides documents such as a timeline history of her duties, and examples of work, and argues that she meets the minimum requirements for the examination.

## **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.

The appellant was correctly deemed to be ineligible for the subject examination. At the outset, it is noted that the appellant was credited for her time in her provisional position. As to her position as Field Representative, Health Education Bilingual in Spanish and English, it is noted that the primary focus of the position was on training in public health. A Field Representative, Health Education carries out specific projects in health education programs. While the appellant performed training and educating, she also assessed goals and the means for improvement, provided administrative guidance for programs, reviewed processes and suggested improvements, was a grant writer, assessed public responses to health issues, and reviewed and processed invoices. While some of these duties are outside the scope of duties for a Field Representative, Health Education, they are not duties involving the monitoring and evaluation of patient care services in a health care facility or clinical or supervisory experience in providing direct patient care services in a health care facility. The appellant does not identify a health care facility for any of her positions for which she would be monitoring and evaluating patient care services, and she has no clinical or supervisory experience in providing direct patient care services in a health care facility. The appellant's duties in the third position are clerical in nature. In sum, the appellant met the educational requirement of possession of a Bachelor's degree, but lacks one year, ten months of applicable experience.

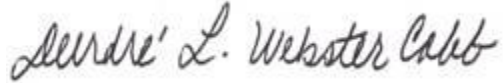
An independent review of all material presented indicates that the decision of Agency Services that the appellant did not meet the announced requirements for eligibility by the closing date is amply supported by the record. The appellant provides no basis to disturb this decision. Thus, the appellant 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 18<sup>TH</sup> DAY OF MAY, 2022



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