



STATE OF NEW JERSEY

In the Matter of Joann Williams,
Supervisor, Food Service Area
Operations (PS2973H),
Department of Health

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

Examination Appeal

CSC Docket No. 2022-1599

ISSUED: MAY 23, 2022 (JET)

Joann Williams appeals the determination of the Division of Agency Services (Agency Services) that she did not meet the experience requirement for the promotional examination for Supervisor, Food Service Area Operations (PS2973H), Department of Health.

The subject examination was open to applicants who possessed two years of experience in general kitchen work including the preparation of light meals by the August 23, 2021, closing date. A total of 14 applicants applied for the subject examination and nine were determined eligible. The list promulgated on December 30, 2021, with an expiration date of December 29, 2024. Two certifications were issued (PS220055 and PS220323), and three appointments have been made.

A review of the appellant's application and resume reveals that she provisionally served in the subject title from May 2019 to the August 2021 closing date. Agency Services did not find any of the appellant's experience applicable, as she did not adequately describe her experience on her application. Accordingly, Agency Services determined that the appellant was ineligible for the subject examination, as she lacked two years of experience.

On appeal, the appellant maintains that he is qualified for the examination, and she provides clarification of her duties on appeal. Specifically, the appellant states that her duties include supervising employees; preparing food; maintaining

food safety; overseeing food storage; serving food and beverages; cleaning food service areas; assuring a safe dining environment; assuring cleanliness of food preparation areas; monitoring temperature of refrigerators; ordering supplies; completing logs; submitting required documents; and completing training.

Official personnel records indicate that the appellant continues to serve provisionally in the subject title.

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. Under *N.J.A.C.* 4A:4-2.1(g), the Civil Service Commission (Commission) can accept clarifying information in eligibility appeals.

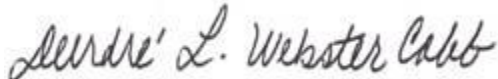
Initially, Agency Services properly did not credit the appellant with any applicable experience based on what was presented in her application. However, the appellant provides clarifying information on appeal with respect to her duties as a provisional in the subject title. Based on this clarification, the Commission is satisfied that such experience satisfies the announced requirements. In this regard, that experience involved general kitchen work including the preparation of light meals. Under these circumstances, the appellant should be admitted to the examination. However, the appellant is cautioned to completely and properly fill out any future applications. Failure to do so may result in her rejection from the examination process.

ORDER

Therefore, it is ordered that this appeal be granted, and the appellant's 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 18TH DAY OF MAY, 2022



Deirdré L. Webster Cobb
Chairperson
Civil Service Commission

Inquiries
and
Correspondence

Allison Chris 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: Joann Williams
Robin Murr
Agency Services
Records Center