



submissions. Therefore, it determined that appellant was ineligible for the subject examination since she lacked the required applicable experience.

On appeal, Ms. Myers submits a copy of her certification in occupational therapy and the job specification for her permanent title of Principal Occupational Therapist. She states that she served as the Rehab Coordinator/Principal Occupational Therapist from January 2003 through October 2011. She also states that she was the Acting Section Chief of a Health Care Facility - Rehabilitation/Professional Services from October 2011 through March 2013 when she was provisionally appointed to that title. She argues that, although she has been performing in this capacity since October 2011, she met the requirements prior to this date. Specifically, she argues that the duties that she performed as a Principal Occupational Therapist are all relevant duties to the subject title and refers to the job specification. She argues that she provided clinical and administrative program leadership for almost nine years in a 120 bed unit and described her duties. Specifically, she argues that she was responsible for managing 18 staff members, developing and coordinating a rehabilitation program, monitoring rehabilitation programs for effectiveness, developing and completing employee performance evaluations, recommended hiring, promoting and/or disciplinary actions of employees, reviewing programs for compliance with quality assurance and other accrediting bodies and coordination of the rehabilitation programs with unit administrators, discipline leaders and community agencies. She also argues that, as a Supervising Occupational Therapist on the psychiatric units (120 beds) of the New Jersey State Prison from August 1999 through January 2003, she was responsible for development, implementation and monitoring of the clinical rehabilitation OT program. In addition, she argues that she possesses a certification in Occupational Therapy and has a license to practice occupational therapy in New Jersey. Therefore, she argues that, including the certification and license (one year), 8.5 years as a Rehabilitation Coordinator/Principal Occupational Therapist, 1.5 years as the Acting Section Chief of a Healthcare Facility Rehabilitation and her provisional experience, she has 12 years of experience in managing a clinical rehabilitation services program.

Mary Beth Candelori-Longo, Director, Human Resources, submits a letter of support asserting that appellant exceeds the experience requirement since she has over 10 years of experience managing the rehabilitation programs including occupational therapy, recreation, and substance abuse at TPH and possesses a certification as an occupational therapist, which is considered one year of experience. Ms. Candelori-Longo states that, although appellant has been in the title provisionally since March 2013, she has been performing the duties of the position since October 2011, when she assumed the position in an "acting" capacity.

Official records indicate that Ms. Myers was hired as a permanent Principal Occupational Therapist on January 27, 2003. She was provisionally appointed to

the title of Section Chief, Health Care Facility - Rehabilitation/Professional Services, on March 23, 2013 and she continues to serve in that title.

### CONCLUSION

*N.J.A.C. 4A:4-2.6(a)* provides that applicants shall meet all requirements specified in the promotional examination announcement by the closing date.

*N.J.A.C. 4A:1-1.2(c)* provides that the Civil Service Commission may relax a rule for good cause, in a particular circumstance, in order to effectuate the purposes of Title 11A of the New Jersey Statutes Annotated.

*N.J.A.C. 4A:4-2.6(c)* provides that, except when permitted for good cause, applicants for promotional examinations may not use experience gained as a result of out-of-title work to satisfy eligibility requirements.

The job specification for Principal Occupational Therapist states that:

Under the direction of a supervisory officer in an institution or agency, provides program leadership, development, coordination and supervision for a comprehensive occupational therapy or rehabilitation therapy program in a unit or section of an institution, agency or school; does other related duties.

Initially, appellant was appropriately determined ineligible for the subject examination by Selection Services since she lacked the required applicable experience as indicated above. Her experience in her position as an "Acting" Section Chief, Health Care Facility - Rehabilitation/Professional Services from October 2011 through March 2013 is considered out-of-title work, which, as noted above, is not generally applicable for promotional eligibility. Her experience in the remainder of her positions as a Principal Occupational Therapist and a Supervising Occupational Therapist as described on her application submissions did not meet the experience requirements. In addition, appellant's duties according to her own description in her position as a Principal Occupational Therapist are appropriate to that title as indicated in the job specification definition described above. Nonetheless, departmental records reveal that the subject examination was cancelled since the two applicants were determined ineligible. Appellant also possesses one year and five months of out-of-title experience as an "Acting" Section Chief, Health Care Facility - Rehabilitation/Professional Services since October 2011. In addition, appellant has been serving in the title Section Chief, Health Care Facility - Rehabilitation/Professional Services title since March 23, 2013. Additionally, her Certification in Occupational Therapy submitted on appeal can be substituted for one year of the required experience. Further, Ms. Candelori-Longo supports appellant and verifies her out-of-title work experience since October 2011. Therefore, she now meets the experience requirement for the subject examination.

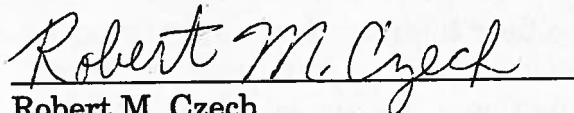
As such, good cause exists to accept Ms. Myers' Certification in Occupational Therapy submitted on appeal and her out-of-title work as well as her provisional experience beyond the closing date, for eligibility purposes only, and admit her to the subject examination.

**ORDER**

Therefore, it is ordered that this appeal be granted, the examination cancellation be rescinded, and appellant's application be processed.

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 22<sup>ND</sup> DAY OF OCTOBER 2014**



Robert M. Czech  
Chairperson  
Civil Service Commission

Inquiries  
and  
Correspondence

Henry Maurer  
Director  
Division of Appeals  
and Regulatory Affairs  
Written Record Appeals Unit  
Civil Service Commission  
P.O. Box 312  
Trenton, NJ 08625-0312

Enclosure

c: Sonja Myers  
Mary Beth Candelori-Longo  
Dan Hill  
Joseph Gambino

NEW JERSEY CIVIL SERVICE COMMISSION-STATE SERVICE  
**PROMOTIONAL ANNOUNCEMENT**



**\$25.00 PROCESSING FEE REQUIRED**  
 Make Check/Money Order Payable to NJCSC

SYMBOL: PS6124K	WEIGHT CODE: *
TITLE: SECTION CHIEF HEALTH CARE FACILITY REHABILITATION/PROFESSIONAL SERVICES	SALARY: \$71,879.00 - \$100,638.00
ISSUE DATE: December 01, 2013	CLOSING DATE: December 21, 2013
TITLE CODE: 00464D/X6R XR8	CLASS CODE: 32
DEPARTMENT: HSHT/HUMAN SERVICES	
UNIT SCOPE: K375 Trenton Psychiatric Hospital	

APPLICATIONS MAY BE OBTAINED  
 FROM AND MUST BE RETURNED TO:

**ONLY ON LINE APPLICATIONS  
 WILL BE ACCEPTED  
 FOR THIS ANNOUNCEMENT**

**Open to employees in the competitive division who have an aggregate of one year of continuous permanent service as of the closing date in any competitive title and meet the requirements listed below:**

**Education:** Graduation from an accredited college or university with a Bachelor's degree. You must indicate either possession of a degree or total number of college credits completed to date on your application. If you expect to complete additional credits within four months of the closing date, you must also indicate the number of credits and expected completion date on your application. (Foreign degrees/transcripts must be evaluated by a recognized evaluation service.) Failure to do so will result in rejection from the examination process.

**Experience:** Four (4) years of experience managing a clinical, therapeutic, rehabilitative, or professional services program in a psychiatric hospital, large mental health facility or social services agency for the mentally ill.

**Note:** Applicants who do not possess the required education may substitute additional experience as indicated on a year for year basis.

**Note:** A Master's degree in psychology, social work, nursing, rehabilitation, chaplaincy, creative arts therapy, occupational therapy, physical therapy, speech and/or hearing therapy or related therapeutic field may be substituted for one (1) year of the required experience.

**Note:** A Doctoral degree in one of the indicated areas may be substituted for two (2) years of the required experience.

You must indicate the details of your Master's and/or Doctorate degree(s) on your application. If you expect to complete additional credits within four months of the closing date, you must also indicate the number of credits and expected completion date on your application. (Foreign degrees/transcripts must be evaluated by a recognized evaluation service.) Failure to do so will result in rejection from the examination process.

**Note:** A certification as a therapist from a national certifying agency in Occupational, Creative Arts, Music, Recreation, Art, Dance or Movement Therapy or a license valid in New Jersey to practice physical therapy, speech/language pathology, or audiology may be substituted for one (1) year of the required experience. If you have the certificate, you must attach a copy to your application. Failure to do so will result in rejection from the examination process.

**License:** Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle rather than employee mobility, is necessary to perform the essential duties of the position. The responsibility for ensuring that employees possess the required motor vehicle license, commensurate with the class and type of vehicles they operate, rests with the Appointing Authority.

**NOTE:** As of December 1, 2013, applications must be completed and submitted by 4:00 pm on the closing date.

**IMPORTANT INFORMATION**

1. NJAC 4A:4-2.6 states that all requirements listed, including assignment to the department and unit scope, must be met as of the closing date.
2. YOU MUST COMPLETE YOUR APPLICATION IN DETAIL. Your score may be based on a comparison of your credentials with the job requirements. Failure to complete your application properly may lower your score or cause you to fail.
3. This examination is open to full- and part-time permanent employees. If an employment list results from this announcement, it may be certified to fill full-time and part-time positions. If 35- and 40-hour positions are used within the unit scope, the resulting list may be used to fill either work week position.
4. NJAC 4A:4-1.5 states that any employee who is serving on a provisional basis and who fails to file for and take an examination which has been announced for his/her title SHALL BE SEPARATED FROM THE PROVISIONAL TITLE.
5. In accordance with Public Law 2010 c.26, Veterans pay a reduced application fee of \$15.00 if they have previously established Veterans Preference with the DMAVA (as defined by N.J.S.A. 11A:5-1 et seq.), or your claim is approved by DMAVA at least 8 days prior to the issuance of this eligibility list. PLEASE NOTE THIS REDUCED FEE DOES NOT APPLY TO PUBLIC SAFETY TITLES.
6. SAVE ON POSTAGE! GO PAPERLESS! RECEIVE IMMEDIATE CONFIRMATION THAT YOUR APPLICATION HAS BEEN RECEIVED! You can now file an application for this examination on-line. Visit the Civil Service Commission website at <http://info.csc.state.nj.us/epoa>. Select the promotional announcement and click on the link, "Click Here to file On-Line" at the top of the announcement. You can now complete and submit your application and payment on-line to the Civil Service Commission and you will receive an immediate receipt confirmation!
7. SPECIAL NOTE TO ALL APPLICANTS Please make sure you are assigned to the unit scope indicated above. If you do not know your unit scope assignment, please contact your Human Resource Office. If you file an application for this announcement and you are not assigned to the unit scope indicated above, YOU WILL BE FOUND INELIGIBLE FOR THIS EXAM AND YOUR APPLICATION FEE WILL NOT BE REFUNDED.

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