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STATE OF NEW JERSEY

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

In the Matter of Kathleen White,
Site Manager Nutrition Program
(C0318S), Morris County

CSC Docket No. 2015-288

Examination Appeal

ISSUED: NOV 20 2014 (RE)

Kathleen White appeals the determination of the Division of Selection Services (DSS) which found that she did not meet the experience requirements for the open competitive examination for Site Manager Nutrition Program (C0318S), Morris County.

The subject examination announcement was issued with a closing date of May 29, 2014, and was open to residents of Morris County, and contiguous counties, who met the announced requirement of one year of supervisory experience in a cafeteria, food service, or dining room facility. The appellant was found to be below the minimum requirements in experience. Two candidates appeared on the eligible list, which was certified once, but no appointments have yet been made.

Ms. White listed two positions on her application, Nutrition Site Manager (part-time, 32 hours per week), and Senior Citizen Program Aide. Her four months of experience as a Nutrition Site Manager was accepted, and she was found to be lacking eight months of supervisory experience.

On appeal, Ms. White states that she has been a Site Manager for the Nutrition Program, for the last 5½ months, and she provides an extensive description of her duties in that title. In addition, she states that she was employed as a Nutrition Program Senior Program Aide for four years prior to being promoted to Site Manager. She states that while in that title, she was trained as a Site Manager and completely managed a nutrition site on her own since it did not have its own Site Manager for three months. She states that she did not solely handle all

the managerial paperwork and log keeping responsibilities, but did handle all the supervision of the "manager-less" site in regards to the volunteer staff with food preparation, the kitchen and dining area cleanliness, and the workings of the congregate dining area with activities and serving lunch. She maintains that after a Site Manager was permanently assigned to the site, she was still responsible for the supervision of the cleanliness of the kitchen and dining areas, and of supervising the staff to ensure that the work duty charts were being followed with all daily duties being completed. She states that she reported to the Site Manager any areas of staff inefficiencies to be included in the staff training and refreshing of proper food handling procedures. In addition, she explains that the Site Manager took several weeks a year off, and would also take extensive out of country vacations where he would be absent for up to two months at a time. During these times, she was solely responsible for maintaining all the managerial paperwork, completing the Month End Reports, as well as supervising ALL aspects of the Nutrition Program Site as she does now as a Site Manager.

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.

CONCLUSION

The appellant was correctly deemed to be ineligible for the subject examination since she lacked eight months of required experience. The appellant received credit for four months of experience as a Nutrition Site Manager. As to her Senior Citizen Program Aide duties, the appellant indicated that she was responsible for receiving, storing, and preparing food for home bound deliveries and congregate meals; cleaning and sanitizing all food service items, storage and preparation areas, as well as general maintenance/cleaning/sanitizing kitchen and congregation dining area; daily and monthly reports including meal ordering, client meal tracking, daily deposits; general filing of reports including client assessment forms, food and temperature records; and assisting with planning and completing on-site Senior activities. On her application, she made no mention of supervisory duties, although she indicated that she supervised three support staff. It is noted that the Senior Citizen Program Aide title is not a supervisory title. Also, the duties of that title are to perform a variety of tasks in such areas as clerical work, buildings and grounds, maintenance work, day care work, and social service work.

Next, qualifying experience has the announced experience as the primary focus. That is, in order for experience to be considered applicable, it must have as its primary focus full-time responsibilities in the areas required in the announcement. *See In the Matter of Bashkim Vlashi* (MSB, decided June 9, 2004). The appellant did not receive credit for her experience as her descriptions of duties for this position did not have the announced experience as the primary focus. The amount of time, and the importance of the duty, determines whether it is the

primary focus. In addition, an experience requirement that lists a number of duties which define the primary experience requires that the applicants demonstrate that they *primarily* performed *all* those duties for the required length of time. Performance of only one or some of the duties listed is not indicative of comprehensive experience. In this case, although on appeal the appellant refers to supervisory responsibility, no supervisory duties were listed on her application, and she described the supervisory duties performed as being intermittent. Further, performance of duties in the absence of a supervisor does not establish that those duties of a primary focus of a position, and there can only be one primary focus of a position. The appellant's duties in her position of Senior Citizen Program Aide are not applicable, and the appellant lacked eight months of qualifying experience as of the May 2014 closing date.

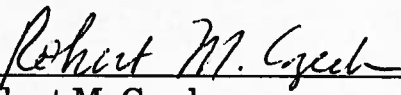
An independent review of all material presented indicates that the decision of DSS, that the appellant did not meet the announced requirements for eligibility by the closing date, is amply supported by the record. The appellant provides no basis to disturb this decision. Thus, the appellant has failed 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 19th DAY OF NOVEMBER, 2014



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