

On appeal, Ms. Padula presents that she has been working for the Veterans Memorial Home as a Recreation Assistant since June 2011. She indicates that she has been a per diem employee for the past two and one-half years and a full-time employee for the past seven months. She highlights that she served a six month internship with the Veterans Memorial Home fulfilling her requirements in Adult Field Work. She outlines a variety of responsibilities that she has undertaken while working for the Veterans Memorial Home and asserts that she has over two years of experience in work involving the care and custody of persons confined in an institution, or an established recreation program. She also submits a letter from the Veterans Memorial Home confirming her employment as a Recreation Assistant since June 2011. Additionally, she attaches her college transcripts which demonstrate that she has an Associate's degree and that she is working towards earning a Bachelor's degree in psychology.

CONCLUSION

N.J.A.C. 4A:4-2.3(b)2 requires applicants to possess all the requirements specified in an announcement for an open competitive examination by the closing date.

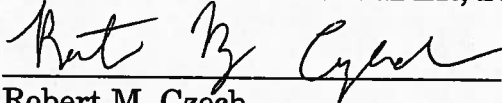
In order to qualify for the subject examination, applicants were required to possess two years of experience in work involving the care and custody of persons confined in an institution or an established recreation program as of the announced closing date. On her original application, the appellant indicated that she worked 20 hours per week from June 2011 to the closing date, February 2014. This pro-rates to one year and seven months of the required experience ($33 \text{ months} \times .57 = 18.81 \text{ months}$). Thus, the appellant would need an additional five months of the required experience to qualify for the subject examination. However, the appellant did not list any additional employment experience on her original application. Additionally, although she indicated that served an internship with the appointing authority from January 2011 to May 2011, this experience could not be credited because it was required as part of her college curriculum. Moreover, even if this experience were to be accepted since the subject title does not require possession of any type of college credit to establish eligibility, the appellant still would not have gained enough pro-rated experience during the internship to satisfy the requirements. Additionally, given that the employment roster is complete, containing the names of 56 eligibles, there is no basis on which to relax the controlling regulatory provision to accept her provisional experience after the announced closing date. Therefore, the appellant is not eligible for the subject examination.

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 6th DAY OF NOVEMBER, 2014



Robert M. Czech
Chairperson
Civil Service Commission

Inquiries
and
Correspondence

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

Attachment

c: Holly Padula
Dianne Tabron
Dan Hill
Joseph Gambino



Job Announcements

Symbol: S0158S Title: **RECREATION ASSISTANT**

Issue Date: 02/07/2014

Closing Date: 02/28/2014

Jurisdiction: STATE

Salary: \$32,242.85 - \$44,994.41 Per Year

Num. of Positions: 3

Workweek: 40 Hours per week

Application Fee: \$25.00

OPEN TO RESIDENTS OF:

New Jersey

REQUIREMENTS:

EXPERIENCE: Two (2) years of experience in work involving the care and custody of persons confined in an institution or an established recreation program.

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.

Special Note: Appointee must be able to physically lift, move and position clients as needed.

IMPORTANT INFORMATION:

1. NJAC 4A:4-2.3(b) states that all requirements must be met as of the closing date.
2. Online applications must be completed and submitted by the closing date listed above.
3. **You must complete your application in detail.** Your score may be based on a comparison of your background with the job requirements. **Failure to complete your application properly may lower your score or cause you to fail.**
4. If an employment list results from this announcement, it may be certified to fill full-time and part-time positions.
5. If the announcement is open to residents of more than one jurisdiction, the eligible list will be ranked according to that residency sequence. Please click here for additional information.
6. Effective September 1, 2011, the New Jersey First residency law was enacted. Please click here for additional information.
7. In accordance with Public Law 2010 c. 26, Veterans pay a reduced application fee of \$15.00 if they have previously established Veteran's Preference with the DMAVA (as defined by NJSA 11A:5-1 et seq) or their claim is approved by DMAVA at least 8 days prior to the issuance of the eligibility list. Please note this reduced fee does not apply to Public Safety titles.

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