

B-34



STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION
OF THE
CIVIL SERVICE COMMISSION

In the Matter of Guillermo
Rodriguez, Human Services
Specialist 1 (C0446S), Hudson
County

Examination Appeal

CSC Docket No. 2015-484

ISSUED: **NOV 12 2014** (SLK)

Guillermo Rodriguez appeals the determination of the Division of Selection Services (Selection Services) that he did not meet, per the substitution clause, the experience requirements for the open competitive examination for Human Services Specialist 1 (C0446S), Hudson County.

The subject examination was announced with specific requirements that had to be met as of the June 6, 2014 closing date (see attached). A total of 850 individuals applied for and 745 were deemed eligible to compete in the examination that was administered on October 18, 2014. The eligible list has not yet been promulgated.

On his application, Mr. Rodriguez indicated that he was provisionally serving in the title under test from September 2013 to May 2014, a State Licensed Vehicle Inspector for Parsons from 2007 to 2013, a Dispatcher/Driver for Amcare from 2005 to 2007, a WLNP/Carrier Liaison for Syniverse Technologies from 2004 to 2005, a Distribution Clerk for Tommy Hilfiger from 1999 to 2004, an Assistant Manager for The Sports Fan from 1998 to 1999, and in Middle Management for the United States Navy from 1994 to 1998. Personnel records indicate that the appellant was serving provisionally in the subject title from January 2014 to the June 6, 2014 closing date. Mr. Rodriguez also possessed 30 college credits. Selection Services credited the appellant with one year of experience based on his possessing 30 college credits and nine months of experience based on his provisional experience in the subject title, but determined that his other experience was not applicable.

Consequently, Selection Services determined that Mr. Rodriguez lacked three months of the required experience.

On appeal, the appellant states that by the time the subject examination is administered, he will have over one year of experience in the subject title. Mr. Rodriguez provides that the county has given him extensive training for the title under test and that he has excelled in his job performance. The appellant indicates that, while working for Amcare for two years, one of his duties entailed securing and verifying client information in order to determine or recommend if a client was qualified for the service Amcare provided. Thereafter, Mr. Rodriguez represents that he would submit a claim with Medicaid or private insurance, or direct client bill for payment of services rendered. Further, the appellant highlights that he is a Qualified Veteran who served as a non-commissioned officer in the United States Navy for four years, including being deployed during the Bosnia-Herzegovina conflict.

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. *N.J.A.C.* 4A:4-6.3(b) provides that the appellant has the burden of proof in examination appeals.

A review of the record indicates that Selection Services correctly determined that the appellant is not eligible for the subject examination. In accordance with the substitution clause, Mr. Rodriguez needed a total of two years of experience. The appellant was properly credited with one year experience based on his possessing 30 college credits. Further, based on Mr. Rodriguez's application, he was properly credited with an additional nine months of experience based on his provisional experience in the subject title and therefore he lacked three months of experience.¹ With respect to the appellant's experience as a Dispatcher/Driver for Amcare, as his primary responsibility was scheduling drivers and driving patients and not to secure and verify information in order to make insurance determinations or recommendations, this experience is not applicable. In this regard, 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). In reference to the Mr. Rodriguez's military service, while the Civil Service Commission (Commission) greatly appreciates and respects his service to his country, the duties he performed while in the Navy did not match the experience required to establish eligibility for the title

¹ Personnel records indicate that the appellant only had been serving six months provisionally in the subject title as of the closing date; however, the issue is moot as he still lacked the required experience based on the nine months of provisional service as represented on his application.

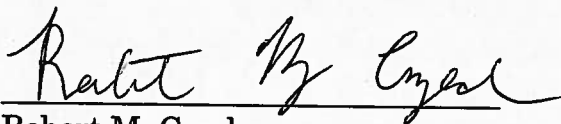
under test. Additionally, the examination situation is competitive as 745 applicants were deemed eligible to take the test. Therefore, there is no basis to disturb the decision of Selection Services. Accordingly, the appellant has not met his burden of proof in this matter.

ORDER

Therefore, it is ordered that the 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
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Civil Service Commission
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P.O. Box 312
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Attachment

c: Guillermo Rodriguez
Elinor Gibney
Dan Hill
Joseph Gambino



Job Announcements

Symbol: C0446S Title: **HUMAN SERVICES SPECIALIST 1**

Issue Date: 05/16/2014

Closing Date: 06/06/2014

Jurisdiction: HUDSON COUNTY

Salary: \$38,969.00 - \$56,494.00 Per Year

Num. of Positions: 57

Workweek: 35 Hours per week

Application Fee: \$25.00

OPEN TO RESIDENTS OF:

1) Hudson County; 2) New Jersey

REQUIREMENTS:

EDUCATION: Sixty (60) semester hour credits from an accredited college or university.

NOTE: Applicants who do not possess the required education may substitute experience as indicated on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

NOTE: Foreign transcripts must be evaluated by a recognized evaluation service. Please upload a copy of your evaluation with your application. Failure to do so will result in ineligibility.

EXPERIENCE: Experience involving any combination of the following may be substituted for the above education requirement: securing/verifying information and making determinations or recommendations relating to eligibility or qualifications of applicants for loans, insurance, credit, or entitlement to cash awards, financial benefits or adjustment and settlement of insurance claims; investigations involving the collection of facts and information by observing conditions, examining records, interviewing individuals, and preparing investigative reports of findings; or investigating, establishing, and/or enforcing support obligations in a welfare board or agency, court system, or related agency.

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 essential duties of the position.

Customer Care and Technical Support: If you are having difficulty submitting your application online, customer care and technical support are available during regular business hours, 8:00 a.m. to 4:00 p.m. EST, Monday - Friday, excluding holidays and emergency closings. Please email: OAS.support@csc.state.nj.us or call (609) 292-4144. Please note that application support requests received outside regular business hours on the closing date will not change the application filing deadline so PLEASE FILE EARLY.

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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