

B-23



STATE OF NEW JERSEY

In the Matter of Daphne Holman,  
Rehabilitation Counselor, Mental  
Health (PS6834K), Department of  
Human Services

FINAL ADMINISTRATIVE ACTION  
OF THE  
CIVIL SERVICE COMMISSION

CSC Docket No. 2014-2999

Examination Appeal

ISSUED: DEC 19 2014 (JET)

Daphne Holman appeals the determination of the Division of Selection Services (Selection Services) that she did not meet the education and experience requirement for the promotional examination for Rehabilitation Counselor, Mental Health (PS6834K), Department of Human Services.

The subject examination was announced with specific requirements that had to be met as of the January 21, 2014 closing date (see attached). Nine applicants applied for the subject examination that resulted in a list of one eligible with an expiration date of May 14, 2017.

On her application, the appellant indicated that she did not possess a Bachelor's degree, but indicated that she possessed 22 college credits from Mercer County Community College and 15 college credits from Rutgers University. The appellant also indicated that she completed a training course in Evidence-Based Psychiatric Rehabilitation Practice. Further, the appellant indicated that she served as a provisional Rehabilitation Counselor, Mental Health from November 2012 to the closing date, January 2014, and as a Senior Therapy Program Assistant from October 2004 to November 2012. Selection Services could credit her with one year and two months of experience for her work as a provisional Rehabilitation Counselor, Mental Health, but it could not credit her with any additional experience as she did not possess the required specialized college credits to trigger the substitution clause for education.

On appeal, the appellant submits a letter from the Dean of Liberal Arts and Sciences, Mercer County Community College, which indicates that the appellant completed 12 college credits toward her Associate's Degree in Human Services. The appellant also submits a transcript indicating that she completed an Evidenced-Based Psychiatric Rehabilitation Practice certificate program with Rutgers University for 15 college credits. The appellant contends that her course work in addition to her work experience should be sufficient to satisfy the subject requirements. In support, Mary Beth Candelori-Longo, Director of Human Resources, provides a letter verifying that the appellant has over 10 years of the required experience based on her service as a Senior Program Therapy Assistant.

### CONCLUSION

*N.J.A.C.* 4A:4-2.6(a) provides that applicants shall meet all requirements specified in the announcement by the closing date. *N.J.A.C.* 4A:4-2.6(c) provides that, except when permitted for good cause, applicants for promotional examinations with open-competitive requirements may not use experience gained as a result of out-of-title work to satisfy the requirements for admittance to the examination or for credit in the examination process.

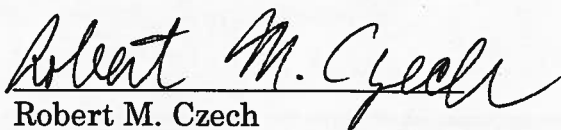
Initially, Selection Services correctly determined that the appellant was not eligible for the subject examination as it was not clear if her certificate in Evidence-Based Psychiatric Rehabilitation Practice included completion of the required college credits. However, on appeal, the appellant provided a detailed description of the college level coursework she was required to complete in order to achieve her certificate. Therefore, the Civil Service Commission is satisfied that the appellant possesses the 24 specific semester hour credits needed to substitute additional experience for the required Bachelor's degree. Moreover, although primarily performing duties required to establish eligibility for the title under test would be considered out-of-title work for incumbents in the Senior Therapy Program Assistant title, Ms. Candelori-Longo has verified that the appellant performed the required duties. Additionally, the appellant continues to serve provisionally in the title under test and the eligible list is incomplete. Under these circumstances, good cause exists to accept the appellant's out-of-title work for eligibility purposes only and to admit her to the subject examination.

### ORDER

Therefore, it is ordered that this appeal be granted.

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 17<sup>th</sup> DAY OF DECEMBER , 2014



Robert M. Czech  
Chairperson  
Civil Service Commission

Inquiries  
and  
Correspondence

Henry Maurer  
Director  
Division of Appeals  
& Regulatory Affairs  
Civil Service Commission  
Written Record Appeals Unit  
PO Box 312  
Trenton, New Jersey 08625-0312

c: Daphne Holman  
Mary Beth Candelori-Longo  
Christina Mongon  
Kelly Glenn  
Joseph Gambino

NEW JERSEY CIVIL SERVICE COMMISSION-STATE SERVICE  
PROMOTIONAL ANNOUNCEMENT

Click here to file Online Print  
\$25.00 PROCESSING FEE REQUIRED  
Make Check/Money Order Payable to NJCSC

SYMBOL: PS6834K	WEIGHT CODE: *
TITLE: REHABILITATION COUNSELOR MENTAL HEALTH	SALARY: \$48,416.00 - \$68,464.00
ISSUE DATE: January 01, 2014	CLOSING DATE: January 21, 2014
TITLE CODE: 62552/A7RXR5	CLASS CODE: 20
DEPARTMENT: HSH/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 including or supplemented by twenty-four (24) semester hour credits in Vocational Counseling, Rehabilitation Counseling, Psychology, Sociology, Social Work, Vocational Guidance, Special Education or related areas. You must indicate the total number of college credits completed to date on your application. You must provide proof of the specific credit requirement. You must attach a copy of your transcript or a list of the applicable courses and credits that have been completed, to your application. If you attach a list of courses, you must provide the following information: course title, number of credits earned, name of accredited college/university, and course description. (Foreign degrees/transcripts must be evaluated by a recognized evaluation service.) Failure to do so will result in rejection from the examination process.

**Experience:** One (1) year of experience in vocational/ rehabilitational guidance or counseling, other related guidance and counseling, or social or medical casework in a rehabilitation agency, facility or other social program designed to increase the employability or social productivity of clients.

**Note:** A Master's degree in any of the above areas may be substituted for one (1) year of the experience indicated above. You must indicate the details of your Master's degree 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:** Applicants who possess the twenty-four (24) semester hour credits listed above but who do not possess the Bachelor's degree may substitute additional experience for the remaining education on a year-for-year basis. One (1) year of experience is equal to thirty (30) semester hour credits.

**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 online. 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 Online" at the top of the announcement. You can now complete and submit your application and payment online 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.

DPF-256A \* Revised 03/09