

Mental Health, she supervised 23 professional and support staff. Upon its review, the Division of Selection Services found that the appellant possessed 16 years of applicable general experience, but only 10 months of supervisory experience. It noted that supervisory responsibilities for a Program Coordinator, Mental Health would be considered out-of-title work and could not be accepted. Consequently, the Division of Selection Services determined that the appellant was not eligible for the examination.

On appeal to the Civil Service Commission (Commission), the appellant maintains that she meets the educational requirement and possesses over four years of the required experience in planning, monitoring, coordinating, implementing, modifying and/or evaluating a social or human services program. She also contends that, as a Program Coordinator, Mental Health from December 2008 to March 2013, she was responsible for supervising 23 staff members. In addition, she has supervisory experience in the subject title and explains the duties of her positions. Therefore, the appellant contends that she exceeds the required experience for the examination.

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

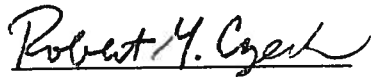
In the instant matter, the Division of Selection Services found that the appellant lacked only two months of supervisory experience as of the examination closing date. It noted that supervisory responsibilities as a Program Coordinator, Mental Health would be considered out-of-title work. In this regard, *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 eligibility requirements or for credit in the examination process. Nevertheless, the Commission need not determine whether the appellant's work as a Program Coordinator, Mental Health provided her with applicable out-of-title experience. The appellant now has over one year of applicable supervisory experience since she remains serving provisionally in the subject title. The examination process also did not result in a competitive situation, as there is only one eligible on the subject eligible list. Furthermore, there is no dispute that the appellant meets the educational and general experience requirements. Under these circumstances, good cause exists to relax the provisions of *N.J.A.C.* 4A:4-2.6(a) and accept the appellant's experience beyond the closing date and admit her to the subject examination.

ORDER

Therefore, it is ordered that this appeal be granted and Gwen Carrick's application be processed, for prospective appointment only.

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 30TH DAY OF JULY, 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: Gwen Carrick
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: PS6123K

WEIGHT CODE: *

TITLE: PROGRAM SPECIALIST 4 SOCIAL/HUMAN SERVICES

SALARY: \$72,975.00 - \$104,070.00

ISSUE DATE: December 01, 2013

CLOSING DATE: December 21, 2013

TITLE CODE: 64486N/XIRXR9

CLASS CODE: 29

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 are currently serving in a title to which the announcement is open and have an aggregate of one year of continuous permanent service as of the closing date in the following title(s):

Program Specialist 3 Social/Human Services

Or 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. (Foreign degrees/ transcripts must be evaluated by a recognized evaluation service.) Failure to do so will result in rejection from the examination process.

Applicants who do not possess the required education may substitute experience as indicated below on a year for year basis.

Experience: Four (4) years of professional experience in the development of plans, policies, or programs in the human services field, one (1) year of which shall have been in a supervisory capacity.

Note: A Master's degree in political science, social work, business or public administration, public affairs, economics, or a related field may be substituted for one (1) year of the basic experience. 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.

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: This announcement may be tested via the Supervisory Test Battery, a computer-administered exam. For information regarding the Supervisory Test Battery, please refer to our website <http://www.state.nj.us/csc/seekers/about/steps/step7.html>.

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/cpoa>. 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.

DPP-256A * Revised 03/09