



STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION  
OF THE  
CIVIL SERVICE COMMISSION

In the Matter of Melissa Grobelny,  
Advocate Victim Witness Program  
(C0048S), Burlington County

Examination Appeal

CSC Docket No. 2014-3257

ISSUED: **SEP 19 2014** (SLK)

Melissa Grobelny appeals the determination of the Division of Selection Services (Selection Services) that she did not meet the experience requirements for the open competitive examination for Advocate Victim Witness Program (C0048S), Burlington County.

The examination at issue was announced with specific requirements that had to be met as of the January 27, 2014 closing date (see attached). A total of 72 individuals applied for the subject examination that resulted in a list of 18 eligibles with an expiration date of June 18, 2017. Certification OL141043 was issued containing the names of 19 eligibles and with a disposition due date of November 11, 2014.

On Ms. Grobelny's application, she indicated that she worked provisionally in the title under test from October 2013 to the January 27, 2014 closing date, as a Clerk Transcriber from March 2012 to October 2013, as a Legal Assistant/Team Leader from June 2010 to March 2012, as a Part-Time Line/Cashier for Moe's Southwest Grill from December 2009 to May 2010, and as an Intern for Edison Wetlands Association from October 2009 to December 2009. She also possesses a Bachelor's degree. Selection Services credited Ms. Grobelny for having met the education requirement and having four months of experience based on her provisional experience in the subject test, but determined that her other experience was not applicable. It commented that her primary duties in her other experience were not in providing advice and referral services to individuals or groups coping

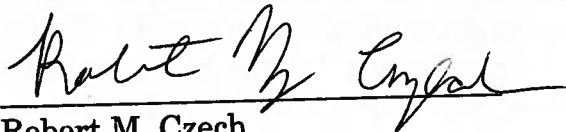
Legal Assistant/Team Leader for a law firm, Ms. Grobelny clarifies that her primary focus in this position was to advise clients on the legal process concerning applying for and receiving social security disability benefits and referring them to other resources that could also assist with their issues. In other words, her primary responsibility was to act as a client advocate for clients who had mental, physical, emotional, financial, and other problems. Additionally, while it may have not have been the primary focus, the Commission also notes that her experience as a Clerk Transcriber for the Prosecutor's Office has provided her with a background in communicating with individuals, understanding the criminal justice system, and familiarity with software/computer systems and departmental practices that have enabled her to perform the duties of the title under test with minimal training. Accordingly, based on the clarification provided in the instant matter, Ms. Grobelny has demonstrated that she met the experience requirement for the title under test and should be admitted to the examination.

### ORDER

Therefore, it is ordered that this appeal be granted, the appellant's application be processed, and if she achieves a high enough score, her name be added to the outstanding certification for current employment opportunities.

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 SEPTEMBER, 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:   Melissa Grobelny  
      Robert D. Bernardi  
      Dan Hill  
      Joseph Gambino**



## Job Announcements

Symbol: C0048S Title: **ADVOCATE VICTIM WITNESS PROGRAM**

Issue Date: 01/06/2014

Closing Date: 01/27/2014

Jurisdiction: BURLINGTON COUNTY

Salary: \$37,637.00 - \$64,734.00 Per Year

Num. of Positions: 1

Workweek: 40 Hours per week

Application Fee: \$25.00

**OPEN TO RESIDENTS OF:**  
Burlington County

**REQUIREMENTS:**

**EDUCATION:** Graduation from an accredited college or university with a Bachelor's degree.

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

**NOTE:** Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis.

**EXPERIENCE:** One (1) year of experience providing advice and referral services to individuals or groups coping with social, emotional, psychological or other problems.

**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.

**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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