

B-44



STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION
OF THE
CIVIL SERVICE COMMISSION

In the Matter of Patricia Engelhardt
and Iwona Jama, Program Specialist
3 Social/Human Services (PS4524K),
Division of Developmental
Disabilities

Examination Appeals

CSC Docket Nos. 2014-2250 and
2014-2258

ISSUED: JUL 17 2014 (SLK)

Patricia Engelhardt and Iwona Jama appeal the determinations of the Division of Selection Services (Selection Services) which found that they were below the minimum requirements in experience for the promotional examination for Program Specialist 3 Social/Human Services (PS4524K), Division of Developmental Disabilities. These appeals have been consolidated due to common issues presented.

The examination at issue was announced with specific requirements that had to be met as of the November 21, 2013 closing date (see attached). A total of nine individuals applied for the subject examination. The test was administered on May 22, 2014 that resulted in a list of one eligible. The list promulgated on June 19, 2014 and expires on June 18, 2017.

Ms. Engelhardt indicated on her application that she has been serving provisionally in the subject title from April 2013 to the November 21, 2013 closing date, a Habilitation Plan Coordinator from May 2010 to April 2013, and a Program Specialist for The Arc Mercer from February 2008 to May 2010. Selection Services credited her with possessing a Bachelor's degree and eight months of experience based on her provisional experience, but determined that she lacked two years and four months of experience.

Ms. Jama indicated on her application that she has been serving provisionally in the subject title from April 2013 to the November 21, 2013 closing

date, a Habilitation Plan Coordinator from August 2010 to April 2013, a Community Care Waiver Coordinator from June 2010 to August 2010, and a Case Manager for Easter Seals from March 2008 to June 2010. Personnel records indicate that she was a Habilitation Plan Coordinator from June 2010 to April 2013. Selection Services credited her with possessing a Bachelor's degree and eight months of experience based on her provisional experience, but determined that she lacked two years and four months of experience.

On appeal, Ms. Engelhardt states that she has been serving provisionally in the subject title for the past 11 months and she asserts that she has over five years of the required experience. She presents that as a Habilitation Plan Coordinator she managed a caseload involving developmentally disabled persons; monitored providers and agencies to ensure that the operations of community residences were in compliance with State licensing standards; served as an advocate for individuals with developmental disabilities and their families; recommended, approved and monitored the residential program and placement of developmentally disabled individuals; coordinated the development of crisis prevention and intervention plans with contracted agencies for individuals suffering from medical, behavioral, social, and psychiatric issues or disorders; prepared notes for each client's case, and conducted client assessments. Further, she highlights that as a Program Specialist for The Arc of Mercer County she worked with individuals with developmental disabilities in a community setting, coordinated weekly meetings to discuss issues for individuals in her assigned caseload, monitored behavior data and developed plans for her caseload, implemented and oversaw a weekly anger management group for developmentally disabled individuals, and planned events and trips for developmentally disabled individuals.

Ms. Jama presents that her experience goes back to 2008 when she started as a Case Manager for Easter Seals. She explains that she helped residents with employment services, medical care, food stamps, and other social services not available at the residence. Additionally, she determined eligibility, assessed needs, and provided other assistance to help clients and she utilized her knowledge and skills to identify funding sources and prepare written materials to ensure proper program function. She also performed administrative and organizational tasks. While working for the appointing authority, she highlights that she has helped many individuals with special needs. She states that her duties include the development and implementation of treatment and service delivery plans, auditing client files to ensure compliance with State regulations, reviewing financial records of programs that service its clients, and maintaining business relationships with other agencies and entities.

CONCLUSION

N.J.A.C. 4A:4-2.6(a) provides that applicants shall meet all requirements specified in the promotional announcement by the closing date. Further, *N.J.A.C.* 4A:1-1.2(c) states that the Civil Service Commission (Commission) may relax a rule for good cause in order to effectuate the purposes of Title 11A, New Jersey Statutes.

Initially, based upon a review of their applications, Selection Services correctly determined that Ms. Engelhardt and Ms. Jama did not meet the required experience as of the November 21, 2013 closing date. However, although Ms. Engelhardt's and Ms. Jama's experience does not precisely mirror the requirements contained in the announcement, the Commission is satisfied that the totality of the appellants' varied levels of experience, including Ms. Engelhardt's experience provisionally serving in the subject title, as a Habilitation Plan Coordinator, and as a Program Specialist as far back as February 2008, and Ms. Jama's experience provisionally serving in the subject title, as a Habilitation Plan Coordinator, and as a Case Manager as far back as March 2008, warrants their admission to the subject examination. Additionally, Ms. Engelhardt and Ms. Jama continue to serve provisionally in the title under test. Moreover, the examination situation is not competitive as there is only one eligible remaining on the list. Therefore, under these circumstances, good cause exists to relax the provisions of *N.J.A.C.* 4A:4-2.6(a) and accept the totality of Ms. Engelhardt's and Ms. Jama's experience, including their provisional experience after the closing date, and admit them to the subject examination. Accordingly, admitting the appellants to the subject examination will provide the appointing authority with an eligible list so that it can make a permanent appointment.

ORDER

Therefore, it is ordered that these appeals be granted and Patricia Engelhardt and Iwona Jama be scheduled for make-up examinations as soon as possible. If the appellants achieve a passing score, their names should be added to the eligible list for prospective employment opportunities 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 16th 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: Patricia Engelhardt
Iwona Jama
Brenda Baxter
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: PS4524K

WEIGHT CODE: *

TITLE: PROGRAM SPECIALIST 3 SOCIAL/HUMAN SERVICES

SALARY: \$63,565.00 - \$90,429.00

ISSUE DATE: November 01, 2013

CLOSING DATE: November 21, 2013

TITLE CODE: 64485J/W1RXR7

CLASS CODE: 26

DEPARTMENT: HSR/HUMAN SERVICES

UNIT SCOPE: K415 DDD/Central Office and Administration

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 Specilaist 2 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.

Experience: Three (3) years of experience in planning, monitoring, coordinating, implementing, modifying and/or evaluating a social or human services program.

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

Note: A Master's degree in a Social/Human services specialty area, Public or Business Administration, Child Advocacy and Policy, or Child Advocacy and Policy with a concentration in Public Child Welfare may be substituted for one (1) year of 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.

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/epoa>. 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.**

DPF-256A * Revised 03/09