

B-45



STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION
OF THE
CIVIL SERVICE COMMISSION

In the Matter of Judy Fornier, Child
Support and Paternity Specialist 1
(PS2554K), Division of Family
Development

Examination Appeal

CSC Docket No. 2014-2166

ISSUED: JUL 17 2014 (SLK)

Judy Fornier appeals the determination of the Division of Selection Services (Selection Services) that, per the substitution clause for education, she did not meet the experience requirements for the promotional examination for Child Support and Paternity Specialist 1 (PS2554K), Division of Family Development.

The examination at issue was announced with specific requirements that had to be met as of the October 21, 2013 closing date (see attached). 38 individuals applied for the subject examination. The examination was administered on May 13, 2014 resulting in a list of 19 eligibles. The list promulgated on June 12, 2014 and expires on June 11, 2016.

On Ms. Fornier's application, she indicated that she worked provisionally in the title under test from September 2013 to the October 21, 2013 closing date, as a Child Support and Paternity Specialist 2 from February 2013 to September 2013, as an Administrative Analyst 3, Data Processing from April 2011 to February 2013, as an Administrative Analyst 4 from December 2009 to April 2011, as a Family Support Specialist Trainee from February 2006 to December 2009, as a Child Support and Paternity Specialist 2 from January 2005 to February 2006, as a Project Manager for Northrop Grumman Mission System from June 1998 to December 2004¹, and as a Fashions Manager for Kmart Corporation from January 1996 to June 1998. Ms. Fornier also indicated that she had earned 42 college

¹ Her application indicates that she was a Project Manager for Northrop Grumman from June 1998 to November 2006.

credits. Therefore, in accordance with the substitution clause, she would need a total of seven years of experience to qualify for the subject examination; two of which shall have included the monitoring of child support programs of which one year shall be in a supervisory capacity. Selection Services determined that Ms. Fornier had four years and 11 months general experience, and had two years and one month of supervisory experience, but was lacking two years and one month of the required general experience.

On appeal, Ms. Fornier states that she has over 14 years of experience based on her private sector and State service. She presents that she began her career in June 1998 with Northrop Grumman as a Project Manager of the State Directory of New Hires in support of the Department of Human Services, Office of Child Support Service (OCSS). As a Project Manager from June 1998 to December 2004, she indicates that she worked directly with the Assistant Director of OCSS to meet the requirements and maintain the State Directory of New Hires which is used in the identification of Non-Custodial Parents who owe child support. In this position, she enforced child support rules and regulations and was directly responsible for the supervision and assignment for 10 staff members. She states that she joined the OCSS in January 2005 as a Child Support and Paternity Specialist 2 to assist with the development and implementation of the new child support system, NJKiDS, and she was found to have met the education and experience requirements for that title. Ms. Fornier details her experience in State service from January 2005 to the closing date and maintains that she should be admitted to the subject 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.

Initially, Selection Services correctly determined that the appellant did not meet the requirements for the subject examination as she lacked two years and one month of general experience for the subject title. However, in accordance with *N.J.A.C.* 4A:4-2.1(g), the Civil Service Commission (Commission) can accept clarifying information in eligibility appeals. For example, information submitted on appeal pertaining to duties performed in a given position that expands or enlarges on information previously submitted is considered clarifying. The subject title requires professional experience in the analysis, development, coordination and monitoring of operating procedures for a social welfare agency. As a Project Manager for Northrop Grumman for six years, Ms. Fornier clarifies that she was involved in the identification of Non-Custodial Parents for the State who owe child support and enforcing State and Federal Child Support regulations. In other words, she was involved in the analysis, development, coordination, and monitoring of the operating procedures of the OCSS's child support collection efforts. Additionally, while it may have been out-of-title, the Commission also notes that her experience

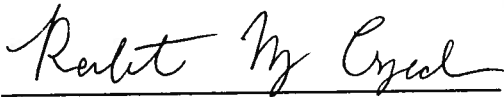
as an Administrative Analyst 3, Data Processing and as a Family Support Specialist Trainee also involved work that supported the appointing authority's efforts to analyze, develop, coordinate, and monitor operating procedures. Accordingly, based on the clarification provided in the instant matter, Ms. Fornier 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 and Judy Fornier be scheduled for make-up examinations as soon as possible. If the appellant achieves a passing score, her name 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
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P.O. Box 312
Trenton, New Jersey 08625-0312

Attachment

c: Judy Fornier
Antoinette Sargent
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: **PS2554K**

WEIGHT CODE: *

TITLE: **CHILD SUPPORT AND PATERNITY SPECIALIST I**

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

ISSUE DATE: **October 01, 2013**

CLOSING DATE: **October 21, 2013**

TITLE CODE: **61973/VIFXR9**

CLASS CODE: **26**

DEPARTMENT: **HSP/HUMAN SERVICES**

UNIT SCOPE: **K500 Division of Family Development**

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):

Child Support and Paternity Specialist 2

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. If you expect to complete additional credits within four months of the closing date, you must also indicate the number of credits and expected completion 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, in addition to the required experience indicated below, applicable experience on a year for year basis, with thirty (30) semester hour credits being equal to one (1) year of experience.

Experience: Three (3) years of professional experience in the analysis, development, coordination and monitoring of operating procedures for a social welfare agency; two (2) years of which shall have included the monitoring of child support programs of which one year shall have been in a supervisory capacity.

Note: A Master's degree in sociology, counseling, psychology, public administration or social work may be substituted for one (1) year of the indicated non-supervisory experience. You must indicate the details of your Master's degree on your application. If you expect to complete additional credits within four months of the closing date, you must also indicate the number of credits and expected completion 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.

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>.

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