

B-61



STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION
OF THE
CIVIL SERVICE COMMISSION

In the Matter of Wanda Palmer,
Institutional Trade Instructor 2
Clothing (S0940R), Statewide

CSC Docket No. 2014-2259

Examination Appeal

ISSUED: JUL 16 2014

(RE)

Wanda Palmer appeals the determination of the Division of Selection Services (DSS) which found that she did not meet the experience requirement for the open-competitive examination for Institutional Trade Instructor 2 Clothing (S0940R), Statewide.

The subject open-competitive examination had a closing date of October 30, 2013 and was open to residents of New Jersey who met the experience requirement of three years of experience as an instructor in clothing production, knitting, needle trades industry and/or shoe manufacturing OR three years of journey level experience in clothing production, knitting, needle trades industry and/or shoe manufacturing in a commercial setting. A license or certificate of journeyman or equivalent status from a trade union or similar association in a field as identified above could be substituted for one year of general or journey level experience. The appellant was found to be below the minimum requirements in experience. One applicant appeared on the eligible list, which has not yet been certified.

On her application, the appellant listed three positions: provisional Institutional Trade Instructor 2 Clothing; Home Economic/Fashion Teacher [sic] at Malcolm X Shabazz High School, Newark; and Counselor Supervisor with Garden State Correctional Facility. The appellant was credited with 1 year, 11 months of experience in the first two positions, and was found to be lacking 1 year, 1 month of qualifying experience.

On appeal, Ms. Palmer argues that she possesses a Master's degree in Human Services, and has 10 years of experience in sewing, designing, manufacturing, and production. She states that she has three years of experience as a Sewing Teacher at the "Board of Education," and has worked for 20 years in the prison system.

N.J.A.C. 4A:4-2.3(b) provides that applicants shall meet all requirements specified in the open competitive examination announcement by the closing date.

CONCLUSION

Qualifying experience has the announced experience as the primary focus. The amount of time, and the importance of the duty, determines if it is the primary focus. The appellant received credit for her provisional experience and her experience as a Home Economic/Fashion Teacher. She cannot receive credit for experience as a Counselor Supervisor while working in the prison system, as the duties of that position are unrelated to the announced experience requirement. In addition, on her application the appellant did not put experience as a Sewing Teacher at the Board of Education. On appeal, she did not include the months and years of service, hours worked per week, or specific duties for this position, nor did she specify whether this was the Newark Board of Education, or another school district. Possession of a Master's degree has no bearing on this position, which does not have an educational requirement. In addition, the appellant does not possess a license or certificate of journeyman or equivalent status from a trade union or similar association in a relevant field which could be substituted for one year of experience. Thus, the appellant lacks 1 year, 1 month of applicable experience as of the October 2013 closing date.

An independent review of all material presented indicates that the decision of DSS, that the appellant did not meet the announced requirements for eligibility by the closing date, is amply supported by the record. The appellant provides no basis to disturb this decision. Thus, the appellant has failed to support her burden of proof in this matter.

ORDER

Therefore, it is ordered that this appeal be denied.

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
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

c: Wanda Palmer
Elizabeth Whitlock
Dan Hill
Joseph Gambino