

B-64



STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION  
OF THE  
CIVIL SERVICE COMMISSION

In the Matter of Rosemarie Sharp,  
Field Service Supervisor 3, Quality  
Control (PS9858K) Department of  
Human Services

Examination Appeal

CSC Docket No. 2014-2425

ISSUED: JUL 16 2014 (RE)

Rosemarie Sharp appeals the determination of the Division of Selection Services (DSS) which found that, per the substitution clause for education, she was below the experience requirements for the promotional examination for Field Service Supervisor 3, Quality Control (PS9858K) Department of Human Services.

The subject promotional examination announcement was issued with a closing date of July 22, 2013 and was open to employees in the competitive division who had an aggregate of one year of continuous permanent service as of the closing date in any competitive title, and who met the announced requirements. These requirements included possession of a Bachelor's degree from an accredited college or university, and three years of experience in quality control work which shall have involved contacts with lay and professional public and responsibility for the interpretation of basic laws and regulations. A Master's degree in Social Work, Sociology, Business Administration, or Public Administration could be substituted for one year of required experience. Applicants who did not possess the required education could substitute additional experiences indicated on a year for year basis with 30 semester hour credits being equal to one year of experience. The appellant was found to be below the minimum requirements in experience per the substitution clause for education. It is noted that one applicant appeared on the resultant eligible list and was appointed.

On her application, the appellant indicated that she possessed 132 college credits which included an Associate's degree, but she did not possess a Bachelor's degree. Prior Commission decisions have consistently held that incomplete

Bachelor's degrees are only awarded scoring/eligibility credit for up to a maximum of 105 completed college credits, regardless of the level of the coursework. *See In the Matter of Mary Hoffman* (Merit System Board, decided September 25, 2002) and *In the Matter of Jeffrey Booth and Jean Peterson* (Merit System Board, decided August 11, 2004). As such, she was credited with 105 credits which prorates to three years, six months of experience. Thus, she was required to possess three years, six months of experience. Ms. Sharp listed three positions on her application: Assistant Field Service Supervisor Family Development, Principal Income Maintenance Technician and Senior Income Maintenance Technician. She received credit for one year, eight months of experience in the first position, and was found to be lacking one year, ten months of experience.

On appeal, the appellant provides an extensive list of duties for her current position and some of the knowledge and skills that she possesses. She states that she has more than ten years of experience with fieldwork and Medicaid eligibility experience, and over five years of supervisory experience. She states that she has earned over 120 college credits and should be eligible to take the test. Ms. Sharp submits a resume which lists the original positions as well as five additional positions: Income Maintenance Technician; Accounts Receivable with Kraft General Foods; Income Maintenance Technician; Senior Computer Operator/Programmer Trainee with KeaMed-Good Samaritan Hospital; and Accounts Receivable/Customer Service with Nestle-Deer Park Spring Water Company. Ms. Sharp submits copies of her transcripts and a copy of the job specification for the current title with her duties listed next to each example of work on the specification.

*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.

## CONCLUSION

The appellant was initially deemed to be ineligible for the subject examination since she lacked five years, ten months of required experience. A review of her application indicates that this determination is correct. Applicable experience has as its primary focus the duties and responsibilities required for the title under test. *See In the Matter of James L. Walsh* (MSB, decided March 15, 1988). The appellant received credit for one year, eight months of experience in her current position. However, the Income Maintenance Technician title series is responsible for performing field and office work in reviewing cases for client eligibility determinations, and for conducting research for hearings and other inquiries. This is not quality control work. The appellant's duties on her application for Principal Income Maintenance Technician and Senior Income Maintenance Technician are consistent with in-title work as listed on the job

specifications for those titles. The appellant was not performing quality control work in those positions.

The appellant included a resume with five additional positions which were not listed on her application. In this regard, the Commission notes that DSS requires a basis on which to evaluate the amount of experience an applicant possesses. This basis is demonstrated through a detailed description of the relevant duties performed by the appellant. *See In the Matter of John Clark, et al.* (MSB, decided February 26, 2003). Such a significant addition would not be considered clarifying information, which may be allowed, but rather is amended information, which is not permitted after the closing date of the examination under *N.J.A.C. 4A:4-2.1(f)*. *See In the Matter of Raymond Powell*, (MSB, decided October 1, 2003). Moreover, even accepting such experience, it is clear that quality control duties were not the primary focus of those positions. Ms. Sharp lacks one year, ten months of applicable experience as of the July 2013 closing date.

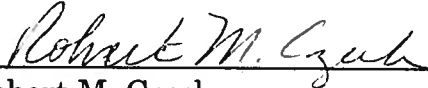
A review of the appellant's application reveals that the decision by the DSS denying the appellant's admittance to the subject examination due to the fact that she did not meet the requirements by the closing date is amply supported by the record and the appellant provides no basis to disturb the decision below. 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 ON  
THE 16<sup>th</sup> 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. Rosemarie Sharp  
Antoinette Sargent  
Dan Hill  
Joseph Gambino