

B-77



STATE OF NEW JERSEY

In the Matter of Jacqueline Farmer,
Human Services Specialist 1
(PC0066S), Atlantic County

FINAL ADMINISTRATIVE ACTION
OF THE
CIVIL SERVICE COMMISSION

CSC Docket No. 2014-2519

Examination Appeal

ISSUED: JUL 17 2014 (SLK)

Jacqueline Farmer appeals the determination of the Division of Selection Services (Selection Services) which found that per the substitution clause for education, she was below the minimum requirements in experience for the promotional examination for Human Services Specialist 1 (PC0066S), Atlantic County.

The examination at issue was announced with specific requirements that had to be met as of the January 21, 2014 closing date (see attached). A total of 4 applicants applied for the subject examination which resulted in a list of one eligible that expires on May 28, 2017. Certification PL140552 has been issued containing the name of the one eligible and has not yet been disposed.

Ms. Farmer indicated on her application that she was provisionally serving in the subject title from August 2013 to the January 2014 closing date, a Senior Clerk from September 2009 to August 2013, and a licensed Insurance Producer and Personal Lines Underwriting Assistant for Frank J. Siracusa & Son from August 1995 to September 2009. Selection Services did not credit the appellant with any applicable experience. Therefore, per the substitution clause, Ms. Farmer would need two years of experience to qualify for the examination.

On appeal, Ms. Farmer presents that as a Property and Casualty Underwriting Assistant her duties included processing, amending, adjusting, and closing insurance claims, and interviewing individuals regarding the repayment of

overpaid cash rewards and financial benefits. Therefore, she maintains that she has 14 years of relevant experience in the insurance field by meeting the needs of the public by working with Underwriters, Producers, Agents, Claims Representatives, and Adjusters. Further, she states that she began her career with the appointing authority as a Senior Clerk which provided her experience with the program it administers. Additionally, Ms. Farmer explains that as a past recipient of the program's benefits, she gained knowledge and tools regarding what it takes to formulate and carry out a successful and positive relationship with its customers.

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.

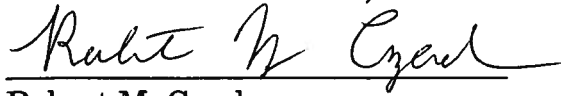
Initially, based on the description of her duties on her original application, Selection Services correctly determined that the appellant did not meet the requirements for the subject examination. However, in accordance with *N.J.A.C.* 4A:4-2.1(g), the Civil Service Commission (Commission) can accept 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. In this case, Ms. Farmer clarified in her appeal submission that as an Insurance Underwriting Assistant for 14 years, her duties included processing, amending, adjusting, and closing insurance claims, and interviewing individuals regarding the repayment of overpaid cash rewards and financial benefits. Further, she also explained that from August 1995 to September 2009 she gained extensive experience in the insurance field meeting the needs of the public by working with Underwriters, Producers, Agents Claims Representatives, and Adjusters to resolve matters efficiently. Additionally, the subject list is incomplete, as it only contains the name of one eligible and Ms. Farmer continues to serve provisionally in the title under test. Therefore, the Commission is satisfied that the totality of her varied levels of experience, including her provisional experience in the title under test, warrants her admission to the subject examination.

ORDER

Therefore, it is ordered that this appeal be granted, and the appellant's application be processed 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: Jacqueline Farmer
Dennis Levinson
Dan Hill
Joseph Gambino

NEW JERSEY CIVIL SERVICE COMMISSION
 COUNTY AND MUNICIPAL GOVERNMENT SERVICES
PROMOTIONAL ANNOUNCEMENT



\$25.00 PROCESSING FEE REQUIRED
 Make Check/Money Order Payable to NJCSC

SYMBOL: PC0066S

WEIGHT CODE: *

TITLE: HUMAN SERVICES SPECIALIST I

SALARY: \$28,150.00 - \$30,548.00

ISSUE DATE: January 01, 2014

CLOSING DATE: January 21, 2014

TITLE CODE: 07994/ AIRAR7

JURISDICTION CODE: C01000021

JURISDICTION: ATLANTIC COUNTY

DEPARTMENT: COMMUNITY DEVELOPMENT ECONOMIC ASSI

RETURN COMPLETED APPLICATIONS TO: **ONLY ON LINE APPLICATIONS
 WILL BE ACCEPTED
 FOR THIS ANNOUNCEMENT**

Open 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: Sixty (60) semester hour credits from an accredited college or university. You must indicate the 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.

Note: Applicants who do not possess the required education may substitute experience as indicated below on a year for year basis, with thirty (30) semester hour credits being equal to one (1) year of experience.

Experience: Experience involving any combination of the following may be substituted for the above education requirement: securing/verifying information and making determinations or recommendations relating to eligibility or qualifications of applicants for loans, insurance, credit, or entitlement to cash awards, financial benefits or adjustment and settlement of insurance claims; investigations involving the collection of facts and information by observing conditions, examining records, interviewing individuals, and preparing investigative reports of findings; or investigating, establishing, and/or enforcing support obligations in a welfare board or agency, court system, or related agency.

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: As of December 1, 2013, applications must be completed and submitted by 4:00 pm on the closing date.

IMPORTANT INFORMATION

1. NJAC 4A:4-2.6 states that all requirements listed must be met as of the closing date, including assignment to jurisdiction/department, and satisfying the permanent status requirement.
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-time and part-time permanent employees. If an employment list results from this announcement, it may be certified to fill both full-time and part-time positions. If 35- and 40-hour positions are used within the department, 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.** (i.e. Police, Fire, Corrections and Sheriff).
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 Online" 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!**

DPF-256A * Revised 03/09