



B-117

STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION
OF THE
CIVIL SERVICE COMMISSION

In the Matter of Joseph Herbert,
Veterans Service Officer 2
(S0598S), Statewide

CSC Docket No. 2015-1782

Examination Appeal

ISSUED: FEB - 9 2015

(RE)

Joseph Herbert appeals the determination of the Division of Selection Services (DSS) which found that he did not meet the experience requirement for the open-competitive examination for Veterans Service Officer 2 (S0598S), Statewide.

The subject open-competitive examination had a closing date of July 28, 2014 and was open to residents of New Jersey who met the requirements of possession of a Bachelor's degree from an accredited college, and two years of program delivery experience in providing social services assistance for the disabled or other client population which may include the investigation, analysis, and evaluation of socio-economic situations. A Master's degree in Social Work, Education, Psychology, Nursing, or other related areas could be substituted for one year of experience. The appellant was found to be below the minimum requirements in experience. It is noted that the 185 applicants have been admitted to the examination, which has not yet been held.

On his application, the appellant indicated that he possessed a Master's degree in Public Administration, and he listed three positions: Vice President for Graduate Students at Kean University, Academic Mentor (part-time, 20 hours per week) at Kean University, and Observer, Controller-Trainer with the Department of the Army, Army Reserve. As none of this experience was found to be applicable, the appellant was found to be lacking 2 years of qualifying experience.

On appeal, Mr. Herbert argues that he cannot understand how a Staff Sergeant, who is a disabled veteran, with 33 years of service is below the minimum

requirement in experience. He states he was in leadership and management roles for 20 of those years and possesses a Master's Degree in Public Administration. He submits a resume and transcripts.

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

This examination was open to candidates who possessed a Bachelor's degree and two years of specific experience, and being in the military was not a requirement for this examination. Qualifying experience has the announced experience as the primary focus, and the amount of time, and the importance of the duty, determines if it is the primary focus. The appellant cannot receive credit for experience which has duties that are unrelated to the announced experience requirement.

The appellant's experience as a Vice President for Graduate Students included managing board and committee appointments, facilitating the formation of a club, supervising a planning study and negotiating transportation fees. He described his work as an Academic Mentor as mentoring academically challenged undergraduate students. As an Observer, Controller-Trainer in the Department of the Army and Army Reserve, the appellant supervised various military actions and redesigned a specific program and training approach to reduce casualty and fatality rates resulting from terror tactics. None of this experience involved program delivery of social services assistance, including the investigation, analysis, and evaluation of socio-economic situations. Thus, this experience is not applicable, and his Master's degree in Public Administration is not substitutable for experience. As such, the appellant lacks 2 years of qualifying experience as of the July 2014 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 his 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 4th DAY OF FEBRUARY, 2015



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