

included addressing unhealthy behaviors and promoting healthy lifestyle choices to improve the at-risk population of the county for over seven years.

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. *N.J.A.C. 4A:4-2.6(c)* provides that, except when permitted for good cause, applicants for promotional examinations may not use experience gained as a result of out-of-title work to satisfy eligibility requirements.

CONCLUSION

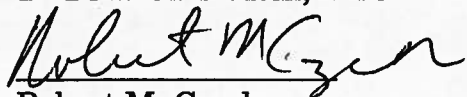
Initially, Agency Services correctly determined that the appellant was not eligible for the subject examination. Any applicable duties appellant performed as a Public Health Practice Standards Partnership Coordinator and Field Representative Health Education are considered out-of-title work. Nonetheless, agency records reveal that the subject examination was cancelled due to a lack of applicants and the appellant continues to serve provisionally in the title under test. As such, good cause exists to accept the appellant's out-of-title work experience, for eligibility purposes only, and to admit her to the subject examination.

ORDER

Therefore, it is ordered that this appeal be granted, the examination cancellation be rescinded, and Ms. Lee-Cooper'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
1ST DAY OF APRIL, 2015



Robert M. Czech

Chairperson

Civil Service Commission

**Inquiries
and
Correspondence**

**Henry Maurer
Director
Division of Appeals
and Regulatory Affairs
Written Record Appeals Unit
Civil Service Commission
P.O. Box 312
Trenton, New Jersey 08625-0312**

Attachment

- c. **Tejlah Lee-Cooper
Craig E. Atkinson
Kelly Glenn
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: PC1512S

WEIGHT CODE: *

TITLE: DIRECTOR OF HEALTH EDUCATION

SALARY: \$63,679.00 - \$79,599.00

ISSUE DATE: November 01, 2014

CLOSING DATE: November 21, 2014

TITLE CODE: 00472/ KORFR2

JURISDICTION CODE: C06000011

JURISDICTION: CUMBERLAND COUNTY

DEPARTMENT: HEALTH

**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: Graduation from an accredited college or university with a Bachelor's degree in Health Education, Public Health, Community Health Education, Nursing or a related Health Education field. You must indicate the details of your degree 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.

Experience: Five (5) years of experience in the identification and assessment of community health education needs, and in the planning, implementation and evaluation of health education programs.

Note: A Master's degree in one of the areas listed above may be substituted for two (2) years of the required experience. You must indicate the details of your Master's degree 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.

Certification: Applicants must possess a certification as a Certified Health Education Specialist (CHES) issued by the National Commission for Health Education Credentialing, Inc. If you have the required certification, you must indicate this on your application; proof of the certification must be submitted with your application. Failure to do so will result in rejection from the examination process.

Note: A Bachelor's degree in Nursing and a valid certification by the American Nurses Credentialing Center (ANCC) as a Community Health Nurse may be substituted for the Certified Health Education Specialist (CHES) requirement specified above. You must indicate the details of your degree 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. If you have the required certification, you must indicate this on your application; proof of the certification must be submitted with your application. 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.

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. **If you are having difficulty submitting your application online, technical support and customer care are available during regular business hours, 8:00 a.m. to 4:00 p.m. EST, Monday - Friday, excluding holidays and emergency closings. Please Email: OAS.support@esc.state.nj.us or call (609) 292-4144. Please note that application support requests received outside of regular business hours on the closing date will not change the application filing deadline, so PLEASE FILE EARLY.**

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