



B-19

In the Matter of Maureen Farrington,  
*et al.*, Assistant Training Supervisor  
County Welfare Agency (PC0646S),  
Monmouth County

**STATE OF NEW JERSEY**  
**FINAL ADMINISTRATIVE ACTION**  
**OF THE**  
**CIVIL SERVICE COMMISSION**

CSC Docket Nos. 2015-1247, 2015-12-  
34, 2015-1200, 2015-1239 and 2015-  
1219

**Examination Appeals**

**ISSUED: APR 16 2015 (CSM)**

Maureen Farrington, Shona Fatta, Margot Neumeier, Pamela Orpel, and Daniel Powlesland appeal the determinations of the Division of Agency Services (Agency Services) which found that they were below the minimum requirements in experience for the promotional examination for Assistant Training Supervisor County Welfare Agency (PC0646S), Monmouth County. These appeals have been consolidated due to common issues presented.

The examination at issue was announced with specific requirements that had to be met as of the June 21, 2014 closing date (see attached). The subject examination was cancelled on November 9, 2014 due to a lack of qualified applicants.

Ms. Farrington indicated on her application that she was a Social Work Specialist from August 1985 to the closing date, June 2014. From September 1990 to February 1997 she was also a Social Work Specialist with Big Brothers and Big Sisters. Ms. Farrington possesses a Bachelor's degree and a Master's degree in Social Work. Agency Services credited Ms. Farrington with two years of experience based on her Master's degree but determined that her experience was not applicable.

Ms. Fatta indicated on her application that she was a Human Services Specialist 3 from October 2010 to the closing date, June 2014, and an Assistant Store Manager with Blockbuster Video from August 1997 to October 2001. A review of Ms. Fatta's personnel record indicates that she was a Human Services Specialist 3 from June 2008 to the closing date, June 2014, a Human Services Specialist 2

from October 2002 to June 2008, and a Human Services Specialist 1 from October 2001 to October 2002. Ms. Fatta possesses a Bachelor's degree. Agency Services did not credit Ms. Fatta with any applicable experience.

Ms. Neumeier indicated on her application that she was a Human Services Specialist 2 from January 2013 to the closing date, June 2014, and a Human Services Specialist 1 from January 2012 to January 2013. From August 2005 to December 2011 she was a Retail Agent with AAA Mid-Atlantic and from November 2009 to June 2010 she was a Site Manager with Community YMCA. Ms. Neumeier possesses a Bachelor's degree. Agency Services did not credit Ms. Neumeier with any applicable experience.

Ms. Orpel indicated on her application that she was a Human Services Specialist 3 from June 2008 to the closing date, June 2014. From October 2002 to June 2008 she was a Human Services Specialist 2 and from October 2001 to October 2002 she was a Human Services Specialist 1. From November 1992 to October 2001 she was an Executive Assistant with NBI Food Services and from March 1990 to November 1992 she was a Restaurant Manager with Roy Rogers. From September 1985 to November 1989 she worked in Mortgage Sales and Processing with Mortgage One and from February 1973 to July 1979 she was an Administrative Assistant with the Howell Township Police Department. Ms. Orpel completed 12 college credits. Agency Services credited Ms. Orpel with five months of experience based on her completed college credits but determined that her experience was not applicable.

Mr. Powlesland indicated on his application that he was a Human Services Specialist 2 from July 2013 to the closing date, June 2014 and a Human Services Specialist 1 from July 2012 to July 2013. Mr. Powlesland possesses a Bachelor's degree. Agency Services did not credit Mr. Powlesland with any applicable experience.

On appeal, Ms. Farrington states that she possesses a Master's degree and that her duties as a Social Work Specialist require her to plan, develop, and determine content for training materials for all new workers in her unit.

Ms. Fatta presents that in her position as a Human Services Specialist 3, it is her responsibility to oversee the work of lower level Human Services Specialists. She also states that she created the training manual for the Temporary Assistance for Needy Families training in July 2013 and has served as acting supervisor. Additionally, she states that she trained new employees as the Assistant Store Manager for Blockbuster Video.

Ms. Neumeier contends that her experience with AAA Mid-Atlantic included the development of training programs and that she administered lessons and

tutored Retail Agents for over five years. She also states that she has been an after school teacher for Community YMCA and created the after school program.

Ms. Orpel states that she oversees the work of lower level Human Services Specialists and for a year she has been employed in the training unit where she assists new trainees so they can pass the training program. Further, she presents that her private sector positions, her duties included training employees in accordance with applicable standards.

Mr. Powlesland amends his original application and contends that he implemented a training course for staff regarding the operation of a forklift while he was employed with Norkus Enterprises. However, he does not provide his dates of employment or position with this employer.

*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

In the present matter, a review of the documentation demonstrates that the appellants are not eligible for the examination. With respect to Ms. Farrington, in order for experience to be considered applicable, it must have as its primary focus full-time responsibilities in the areas required in the announcement. *See In the Matter of Bashkim Vlashi* (MSB, decided June 9, 2004). Additionally, primarily performing the duties to establish eligibility for the subject examination would be considered out-of-title work for incumbents in the Social Work Specialist title. *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. A review of Ms. Farrington's application materials demonstrates that she does not primarily perform the required training duties nor does she act in a supervisory capacity. Regardless, even if she indicated such experience, it would be considered out-of-title work and could not be credited.

With respect to Ms. Fatta, although she indicates that she acted as the supervisor, applicants for this examination were required to either determine training needs *or* have supervisory experience in an income maintenance or social services program. Serving as the supervisor in an acting capacity is considered being a lead worker. Leading lower level staff is not equivalent to supervisory duties, which involve not only being in a leadership position, but responsibility for overseeing the work of other staff, and composing and administering formal performance reviews for subordinates. Training and ensuring that assigned tasks are completed efficiently would only be considered part of supervisory functions and more consistent with that of a lead worker. *See In the Matter of Phillip Beesley, et*

*al.* (MSB, decided March 27, 2001) and *In the Matter of Vincent Gimmelli* (MSB, decided June 9, 2004). Therefore, since she only served in an acting capacity, her experience is more akin to that of a lead worker and she does not satisfy the supervisory requirement for the subject examination.

With respect to Ms. Neumeier, the primary focus of her duties with AAA Mid-Atlantic was in maintaining client accounts and making travel arrangements, *not* determining training needs, developing training plans and materials and conducting training programs. Moreover, even assuming *arguendo* that her experience with Community YMCA was applicable, it would only provide her with seven months of the required experience. As such, she would need an additional three years and five months of experience to qualify for the subject examination. In response to Ms. Orpel, while she indicated determining training needs as a Human Services Specialist 3 from August 2013 to June 2014, the remainder of her experience in the title from June 2008 was in acting or assisting supervisory capacities. As noted earlier, this would be considered lead worker experience, *not* the required supervisory experience needed to establish eligibility for the subject examination. Additionally, the primary focus of her private sector positions was in administrative support work, such as maintaining licenses and permits, *not* determining training needs and developing training programs. Regarding Mr. Powlesland, he did not indicate any applicable experience on his original application. Although he states in his appeal that he was responsible for training staff in the operation of forklifts, he does not specify the name of his position or how long he was primarily required to perform these duties.

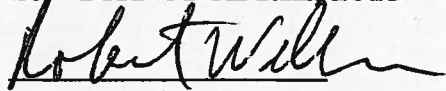
A thorough review of all material presented indicates that the determination of the Division of Agency Services, that the appellants did not meet the announced requirements for eligibility by the examination closing date, is supported by the record. Thus, appellants have failed to support their burdens of proof in this matter.

#### ORDER

Therefore, it is ordered that these appeals 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  
15<sup>TH</sup> DAY OF APRIL, 2015**



**Robert Williams  
Member  
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, NJ 08625-0312**

**Attachment**

- c. Maureen Farrington  
Shona Fatta  
Margot Neumeier  
Pamela Orpel  
Daniel Powlesland  
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: PC0646S

WEIGHT CODE: \*

TITLE: ASSISTANT TRAINING SUPERVISOR COUNTY WELFARE AGENCY SALARY: \$58,306.00 - \$95,862.00

ISSUE DATE: June 01, 2014

CLOSING DATE: June 21, 2014

TITLE CODE: 00801/ FNRNR5

JURISDICTION CODE: T13000041

JURISDICTION: MONMOUTH COUNTY

DEPARTMENT: HUMAN SERVICES

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:** Graduation from an accredited college or university with a Bachelor's degree. You must indicate either possession of a degree or 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.

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:** Four (4) years of experience in determining training needs, developing training plans and materials, and conducting training programs, or four (4) years of supervisory experience of an income maintenance program or social service program in a welfare agency.

**Note:** A Master's degree in Social Work from an accredited college or university may be substituted for two (2) years of the above 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.

**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@csc.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.**

DPF-256A \* Revised 03/09