

B-32



STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION
OF THE
CIVIL SERVICE COMMISSION

In the Matter of Christine Cobb,
Program Coordinator Aging
(PC0803S), Bergen County

Examination Appeal

CSC Docket No. 2015-1731

ISSUED: **MAY 11 2015** (SLK)

Christine Cobb appeals the determination of the Division of Selection Services (Selection Services) that, per the substitution clause for education, she was below the minimum requirements in experience for the promotional examination for Program Coordinator Aging (PC0803S), Bergen County.

The examination at issue was announced with specific requirements that had to be met as of the July 21, 2014 closing date (see attached). A total of two employees applied for the subject examination which was cancelled since both were found ineligible.

On her application, Ms. Cobb indicated that she was a Site Manager Nutrition Program from January 2009 to the July 21, 2014 closing date, a Clerk from May 2005 to January 2009, a Developer Bartender for Macaroni Grill from March 1995 to January 2009, and a part-time Assistant Director of the Bergen County Senior Activity Center from August 2002 to August 2003. She also listed possession of 30 college credits. Personnel records indicate that she was serving provisionally in the subject title from May 2014 to the July 21, 2014 closing date, a Site Manager Nutrition Program from February 2009 to May 2014, and a Building Service Worker from May 2005 to February 2009. Selection Services credited her with six years and six months of experience based on her 30 college credits, her experience as a Site Manager Nutrition Program, and her provisional service in the subject title; however, it determined that her experience as a Building Service Worker was not applicable as it was out-of-title work. Consequently, Selection Services determined that she lacked six months of experience.

On appeal, Ms. Cobb highlights that she has been the Director of the Elmwood Park Senior Activity Center for Bergen County since January 2009. In this position, she presents that she provides leadership, guidance, and administrative direction. The appellant states that she maintains resources and services available to the elderly while assessing the adequacy of existing programs and stimulating new solutions to assist them. Ms. Cobb explains that she plans educational programs that develop knowledge and understanding of the aging process and these plans are coordinated with various community programs. Ms. Cobb also indicates that she has knowledge of the State's and other agencies' computer and record information systems.

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. Further, *N.J.A.C.* 4A:1-1.2(c) states that the Civil Service Commission (Commission) may relax a rule for good cause in order to effectuate the purposes of Title 11A, New Jersey Statutes.

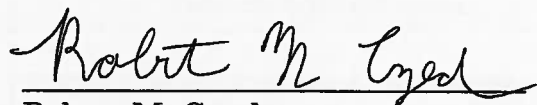
Based on her application, Selection Services correctly determined that Ms. Cobb did not meet the required experience as of the July 21, 2014 closing date as she lacked six months of the required experience. However, the record evidences that the examination was cancelled due to a lack of qualified candidates and Ms. Cobb continues to serve provisionally in the title under test. Therefore, under these circumstances, good cause exists to relax the provisions of *N.J.A.C.* 4A:4-2.6(a) and accept Ms. Cobb's experience after the closing date, for eligibility purposes, and admit her to the subject examination.

ORDER

Therefore, it is ordered that the appeal be granted, the examination cancellation be rescinded, and Christine Cobb'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 6th DAY OF MAY, 2015



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: Christine Cobb
Ralph Kornfeld
Kelly Glenn
Joseph Gambino

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



[Click here to file Online](#) Print
\$25.00 PROCESSING FEE REQUIRED
Make Check/Money Order Payable to NJCSC

SYMBOL: PC0803S

TITLE: PROGRAM COORDINATOR AGING

ISSUE DATE: July 01, 2014

TITLE CODE: 02879/ G8RBR2

JURISDICTION: BERGEN COUNTY

DEPARTMENT: HUMAN SERVICES

WEIGHT CODE: *

SALARY: \$ 10.57- \$ 26.99 / Per Hour

CLOSING DATE: July 21, 2014

JURISDICTION CODE: N02000060

**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 and are currently serving in the following title(s):

Assistant Program Coordinator Aging 04822

Or 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 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.

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

Experience: Three (3) years of administrative experience in work involving counseling or assisting senior citizens with matters involving their welfare.

Note: Possession of a Master's degree in Social Work, Sociology, Psychology, or Counseling and Guidance from an accredited college or university may be substituted for one (1) year of indicated 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 at 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