

B-54



STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION  
OF THE  
CIVIL SERVICE COMMISSION

In the Matter of John Mills, Program  
Specialist 4, Social/Human Services  
(PS3715K), Department of Human  
Services

CSC Docket No. 2015 -2954

Examination Appeal

ISSUED: JUN 18 2015 (WR)

John Mills appeals the determination of the Division of Agency Services (Agency Services) that he did not meet the requirements for the promotional examination for Program Specialist 4, Social/Human Services (PS3715K), Department of Human Services.

The examination, in part, was announced with a closing date of November 21, 2013 and required possession of a Bachelor's degree and four years of experience in planning, monitoring, coordinating, implementing, modifying and/or evaluating a social or human services program, one year which shall have been in a supervisory capacity. The resulting eligible list of six names promulgated on May 14, 2015 and expires on May 13, 2017. A certification was also issued on May 14, 2015 containing the names of four candidates. However, it has not yet been returned for disposition.

On his application, the appellant indicated that he possesses a Bachelor's degree and has served as a Program Coordinator from January 2008 through the closing date, and as a Charge Nurse at Walter Reed Hospital from June 2010 to December 2010. Agency Services credited the appellant with five years and eight months of general experience as a Program Coordinator. However, it determined that any applicable supervisory duties performed in that title would be considered out-of-title work. It also did not credit his experience as a Charge Nurse, as it determined that the primary focus of his duties in that position was nursing, and not in the planning, monitoring, coordinating, implementing, modifying and/or

evaluating a social or human services program. Therefore, Agency Services found him ineligible for the subject examination.

On appeal to the Civil Service Commission (Commission), the appellant claims that his supervisory experience as a Charge Nurse and an Army Nurse Corp Officer satisfies the requirement of one year of supervisory experience in planning, monitoring, coordinating, implementing, modifying and/or evaluating a social or human services program. Particularly, the appellant states that the team he supervised "was responsible for the complete multidisciplinary mental health program, including the inpatient component" which included "completing the multidisciplinary treatment plans, establishing and continually evaluating and modifying mental health programs used to return soldiers to their optimum level of functioning." Finally, he indicates that as a charge nurse he "had to coordinate and supervise the staff nurses and human services techs in the implementing and evaluating human services programs." In support of his appeal, the appellant submits a letter from his supervisor from the Womack Army Medical Center, who states that the appellant "was utilized in the charge nurse position" which is the "equivalent to a Nurse Manager in the civilian setting." The appellant also submits Officer Evaluation Reports from 2008 to 2011 which indicate that he supervised various individuals and served as a platoon leader for a 45 soldier platoon.

### 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. *N.J.A.C.* 4A:4-6.3(b) provides that the appellant has the burden of proof in examination appeals.

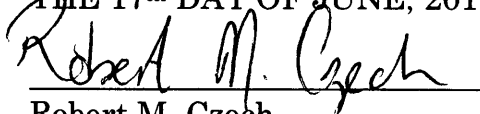
To be eligible for the subject examination, applicants, in relevant part, had to possess one year of supervisory experience in planning, monitoring, coordinating, implementing, modifying and/or evaluating a social or human services program. Agency Services determined that the appellant was ineligible because he lacked such experience. While the appellant clearly has more than one year of general supervisory experience, he has not demonstrated that such experience was gained supervising individuals responsible for planning, monitoring, coordinating, implementing, modifying and/or evaluating a social or human services program. Rather, it appears that the appellant supervised nurses engaged in the direct care of patients. Although such care may have included the patients' use of "human services programs," the appellant has not indicated that he was responsible for supervising such human services programs as a whole. Accordingly, the appellant has failed to meet his burden of proof in the matter and a sufficient basis exists in the record to support Agency Services' determination that the appellant is ineligible for the Program Specialist 4, Social/Human Services (PS3715K), Department of Human Services examination.

**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 ON  
THE 17<sup>th</sup> DAY OF JUNE, 2015



Robert M. Czech  
Chairperson  
Civil Service Commission

Inquiries  
and  
Correspondence

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

- c. John Mills
- Christina Mongon
- Kelly Glenn
- Joseph Gambino

