



STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION  
OF THE  
CIVIL SERVICE COMMISSION

In the Matter of Joanna Bassie,  
Assistant Training Supervisor County  
Welfare Agency (PC0807U), Ocean  
County

Examination Appeal

CSC Docket No. 2017-1127

ISSUED: **DEC 23 2016** (RE)

Joanna Bassie appeals the determination of the Division of Agency Services which found that, per the substitution clause for education, she did not meet the experience requirements for the promotional examination for Assistant Training Supervisor County Welfare Agency (PC0807U), Ocean County.

The subject promotional examination had a closing date of May 23, 2016 and was open to employees in the competitive division who had an aggregate of one year of continuous permanent service as of the closing date and who met the announced requirements. These requirements included graduation from an accredited college or university with a Bachelor's degree, and four years of experience in determining training needs, developing training plans and materials, and conducting training programs, or four years of supervisory experience in an income maintenance program or social service program in a welfare agency. Applicants who did not possess the required degree could substitute additional work experience as described on the basis of one year of described experience for 30 semester hours of credit. A Master's degree in Social Work from an accredited college or university may be substituted for two years of the required experience. The appellant was found to be below the experience requirements per the substitution clause for education. One candidate has been admitted, and the examination has not yet been held.

On her application, the appellant indicated that she possessed 76 college credits, which prorated to two years, six months of experience. As such, the appellant was required to possess five years, six months of applicable experience. She listed five positions on the application: provisional Assistant Training Supervisor County

Welfare Agency, Human Services Specialist 4, 3, 2, and Income Maintenance Technician. She was credited with five years, two months of experience for her provisional position, and as a Human Services Specialist 4. As such, she was found to be lacking four months of qualifying experience.

On appeal, the appellant indicates that she possesses an Associate's degree and extensive relevant experience in the area of training. She provides descriptions of the duties that she performed for each position and contends that she was performing duties similar to the subject title for each of the positions.

*N.J.A.C.* 4A:4-2.6(a)2 provides that an applicant shall meet all the requirements specified in the promotional examination announcement by the closing date. *N.J.A.C.* 4A:1-1.2(c) provides that the Civil Service Commission may relax the rules for good cause in a particular situation, on notice to affected parties, in order to effectuate the purposes of Title 11A, New Jersey Statutes.

### CONCLUSION

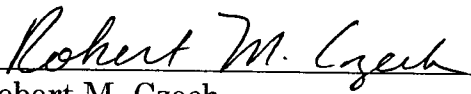
In this matter, there is only one admitted candidate and the appellant continues to serve in her provisional position. Since the closing date, the appellant has accrued at least four months of additional experience in her provisional position. As such, good cause exists to relax the provisions of *N.J.A.C.* 4A:4-2.6(a), and accept the appellant's experience after the closing date and admit her to the examination.

### ORDER

Therefore, it is ordered that this appeal be granted and the appellant's application be processed.

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 21<sup>st</sup> DAY OF DECEMBER, 2016

  
\_\_\_\_\_  
Robert M. Czech  
Chairperson  
Civil Service Commission

Inquiries  
and  
Correspondence

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

c: Joanna Bassie  
Linda Murtagh  
Kelly Glenn  
Records Center

