



B-38

STATE OF NEW JERSEY

In the Matter of Charles SanFilippo,
Deputy Director of Welfare
(PC0188U), Burlington County

**FINAL ADMINISTRATIVE
ACTION
OF THE
CIVIL SERVICE COMMISSION**

CSC Docket No. 2016-4429

Examination Appeal

ISSUED: DEC 23 2016 (JET)

Charles SanFilippo appeals the determination of the Division of Agency Services (Agency Services) that he did not meet the experience requirement for the promotional examination for Deputy Director of Welfare (PC0188U), Burlington County.

The promotional examination was announced with specific requirements which had to be satisfied by the February 22, 2016 closing date (see attached). A total of four employees applied for the subject examination that resulted in a list of one eligible with an expiration date of August 3, 2018. Pursuant to the substitution cause, the appellant required six years of applicable experience since he did not possess a Master's degree.

On his application, the appellant indicated that he possessed a Bachelor's degree. Agency Services credited the appellant for his education. Additionally, the appellant listed that he served as an Administrative Supervisor of Income Maintenance from November 2013 to March 2016, as an Assistant Administrative Supervisor of Income Maintenance from November 2011 to November 2013, and as a Human Services Specialist 4 from November 2009 to November 2011. The appellant also indicated that he served as a Human Services Specialist 3 from April 2006 to November 2009, as a Human Services Specialist 2 from February 2004 to April 2006, as a Human Services Specialist 1 from January 2003 to February 2004, and as a Library Director at Oaklyn Memorial Library from July 1994 to July 1998. Agency Services could not credit the appellant with any applicable experience, as any applicable experience listed on his application was considered out-of-title work

experience. Accordingly, Agency Services determined that the appellant lacked six years of applicable experience.

On appeal, the appellant maintains that he is qualified for the examination and supplies a detailed description of his duties as an Assistant Administrative Supervisor of Income Maintenance and Administrative Supervisor of Income Maintenance. In this regard, he includes program management and other associated duties. He further clarifies his duties as a Library Director. In support, the appellant submits a letter from Geraldine A. Nardello, Chairperson, Burlington County Board of Social Services. Ms. Nardello states, among other things, that as a result of a sudden retirement, it was necessary to assign applicable out-of-title program management duties to the appellant in 2012. Ms. Nardello explains that the appellant performed such duties while serving as an Administrative Supervisor of Income Maintenance and as an Assistant Administrative Supervisor of Income Maintenance. Further, she avers that he is fully capable of performing the duties of a Deputy Director of Welfare. Moreover, Ms. Nardello asserts that the appointing authority's goal is to appoint its top program managers to the subject title when vacancies for the position exist.

Official personnel records indicate that the appellant received an interim appointment in the subject title in March 2016.

CONCLUSION

N.J.A.C. 4A:4-2.6(a)2 provides that applicants shall meet all requirements specified in the promotional 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 with open-competitive requirements may not use experience gained as a result of out-of-title work to satisfy the requirements for admittance to the examination or for credit in the examination process.

Initially, Agency Services correctly determined that the appellant was not eligible for the subject examination. However, the appellant clarifies his duties as an Administrative Supervisor of Income Maintenance on appeal from November 2013 and his experience as a Library Director. Under *N.J.A.C.* 4A:4-2.1(g), the Civil Service Commission (Commission) can accept clarifying information in eligibility appeals. However, *N.J.A.C.* 4A:4-2.1(f) provides that an application may only be amended prior to the announced closing date. For example, information submitted on appeal pertaining to duties in a given position that expands or enlarges information previously submitted is considered clarifying and is accepted. However, any documentation indicating work in a setting that was not previously listed on an application or resume cannot be considered after the closing date. Thus, the Commission can only consider information provided on appeal regarding the positions listed on the appellant's original application. *See In the Matter of*

Diana Begley (MSB, decided November 17, 2004). Based on the clarification provided, the Commission finds the appellant's experience in those two titles to be applicable and accepts that experience.

Additionally, primarily performing the required duties to establish eligibility for the subject examination would be considered out-of-title work for incumbents in the Assistant Administrative Supervisor of Income Maintenance title. However, the Chairperson of Burlington County Board of Social Services has verified that the appellant performed the applicable program manager experience since January 2012 due to an unexpected retirement. Further, the appellant continues to serve as an interim Deputy Director of Welfare. Moreover, the record reflects that the subject list is incomplete as there is only one other eligible candidate. Under these circumstances, good cause exists to accept the appellant's clarification of his experience on appeal and his out-of-title work experience for eligibility purposes only, and admit him to the examination.

ORDER

Therefore, it is ordered that this appeal be granted and the appellant'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 21st DAY OF DECEMBER, 2016



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Civil Service Commission

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c: Charles SanFilippo
Geraldine A. Nardello
Kelly Glenn
Records Center

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: PC0188U	WEIGHT CODE: *
TITLE: DEPUTY DIRECTOR OF WELFARE	SALARY: \$111,087.00
ISSUE DATE: February 01, 2016	CLOSING DATE: February 22, 2016
TITLE CODE: 01503/ B6RCR8	JURISDICTION CODE: T03000300
JURISDICTION: BURLINGTON COUNTY	
DEPARTMENT: BOARD OF SOCIAL SERVICE	

Visit www.state.nj.us/csc
 And select "Job Announcements"
 to view this announcement and to file an application

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 supplemented by a Master's degree. You must indicate the details of your degree's 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 program management which shall have involved setting organizational goals and objectives, establishing or determining need for and planning organizational changes, setting organizational policy and developing operational and procedural guidelines and supervision of staff.

Note: Applicants who do not possess the Bachelor's degree may substitute additional experience as indicated on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

Note: Applicants who do not possess the required Master's degree may substitute one (1) additional year of experience.

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.

Note: This announcement may be tested via the Management Test Battery (MTB). Under the guidelines of the MTB program, an applicant's score will be retained and applied to subsequent promotional or open competitive announcements for titles tested under this program. For information regarding the Management Test Battery, please refer to our website <http://www.state.nj.us/csc/seekers/about/steps/step7.html>

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. **ONLY ON-LINE APPLICATIONS WILL BE ACCEPTED. 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