

B-57



STATE OF NEW JERSEY

In the Matter of Social Worker,
Burlington County Board of Social
Services

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

CSC Docket No. 2016-3753

Administrative Appeal

ISSUED: DEC 23 2016 (JET)

The Division of Agency Services (Agency Services), on behalf of the Burlington County Board of Social Services (BCBSS), requests relaxation of *N.J.A.C. 4A:4-2.4(a)3* in order to allow employees in non-competitive titles to be admitted to a future promotional examination for Social Worker.

By way of background, the promotional examination for Social Worker (PC0126S), Burlington County Board of Social Services, was announced with specific requirements which had to be satisfied as of the January 21, 2014 closing date (see attached). A total of three eligibles applied for and were found eligible for the examination and two candidates were appointed from the November 12, 2014 (PL141421) certification. The list is scheduled to expire on May 28, 2017.

In its petition to the Civil Service Commission (Commission), the appointing authority requests a new promotional announcement be issued for Social Worker that is open to employees in competitive and non-competitive titles who meet the open-competitive requirements. In this regard, the record demonstrates that no employees are serving provisionally as a Social Worker and the appointing authority is experiencing difficulties in filling vacancies for the position. Additionally, the appointing authority states that admitting employees in competitive and non-competitive titles to the Social Worker examination would be beneficial to employees and avoid budgetary constraints. In this regard, it presents that the cost to hire a new employee far exceeds the cost to promote an existing employee. Under these circumstances, the appointing authority requests a one-time rule relaxation to announce a future promotional examination for Social Worker

that is open to employees in non-competitive titles to undergo promotional procedures to the unrelated comparable title, Social Worker.

It is noted that this agency's records reflect that the non-competitive titles utilized by BCBSS are Building Maintenance Worker, Clerk 1, Clerk 1, Bilingual in Spanish and English, Data Entry Operator 1, Data Processing Programmer, Keyboarding Clerk 1, Messenger, and Receptionist.

CONCLUSION

N.J.A.C. 4A:4-2.4(a)3 provides that if a title which is the subject of a promotional examination is part of the title series, then the examination shall be open to all applicants in the unit scope who meet the open competitive requirements and all applicants in the next lower or next two lower in-series titles used in the jurisdiction. *N.J.A.C.* 4A:1-1.2(c) provides that a rule may be relaxed for good cause, in a particular situation, in order to effectuate the purposes of 11A of the New Jersey Statutes Annotated.

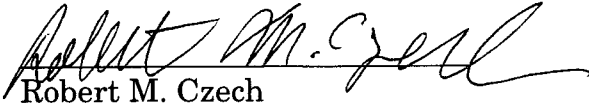
In the present matter, good cause exists to relax the provisions of *N.J.A.C.* 4A:4-2.4(a)3 to permit those employees in non-competitive titles who meet open-competitive requirements for Social Worker to apply for a future promotional examination for the title. Given the appointing authority's continuing effort to limit new hiring due to budgetary constraints, it desires to promote long-term qualified employees within the agency who have reached an impasse regarding their promotional opportunities due to their service in the non-competitive division. In this regard, it is noted that Civil Service rules generally favor the filling of vacancies by *promotional examination* unless it is deemed in the best interest of the career service to hold an open competitive examination. See *N.J.A.C.* 4A:4-2.3(a). Therefore, it is appropriate to announce a promotional examination for Social Worker open to all employees who meet the open competitive requirements and have at least one year of continuous permanent status in either the competitive division or unrelated titles in the non-competitive division.

ORDER

Therefore, it is ordered that this request be granted and the Division of Agency Services issue a promotional announcement for Social Worker open to employees serving in competitive and unrelated non-competitive titles who meet open-competitive requirements.

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



Robert M. Czech
Chairperson
Civil Service Commission

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Attachment

c: Eve Cullinan
Kelly Glenn

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: PC0126S	WEIGHT CODE: *
TITLE: SOCIAL WORKER	SALARY: \$45,015.00 - \$66,294.00
ISSUE DATE: January 01, 2014	CLOSING DATE: January 21, 2014
TITLE CODE: 03734/ AIRCR7	JURISDICTION CODE: T03000300
JURISDICTION: BURLINGTON COUNTY	
DEPARTMENT: BOARD OF SOCIAL SERVICE	

**ONLY ON LINE APPLICATIONS
 WILL BE ACCEPTED
 FOR THIS ANNOUNCEMENT**

Open to employees in the non-competitive division who are currently serving in a title to which the announcement is open and have an aggregate of one year of continuous permanent service as of the closing date in the following title(s) and meet the requirements listed below:

**Building Maintenance Worker
 Clerk 1
 Clerk 1 Bilingual Spanish and English
 Data Entry Operator 1
 Data Processing Programmer
 Keyboarding Clerk 1
 Messenger
 Receptionist**

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 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.

Note: Applicants who do not possess the required education may substitute experience in social work having responsibility for gathering social information from clients, determining their needs, and planning and carrying out treatment plans and/or service plans geared to the needs of individual clients on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) 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: As of December 1, 2013, applications must be completed and submitted by 4:00 pm on the closing date.

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. **SAVE ON POSTAGE! GO PAPERLESS! RECEIVE IMMEDIATE CONFIRMATION THAT YOUR APPLICATION HAS BEEN RECEIVED!** You can now file an application for this examination on-line. Visit the Civil Service Commission website at <http://info.csc.state.nj.us/epoa>. Select the promotional announcement and click on the link, "Click Here to file Online" at the top of the announcement. **You can now complete and submit your application and payment on-line to the Civil Service Commission and you will receive an immediate receipt confirmation!**

DPF-256A * Revised 03/09