



STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION
OF THE
CIVIL SERVICE COMMISSION

In the Matter of Brian Harris
Coordinator Community Health
Services (C0884U), Bergen County

CSC Docket No. 2017-3326

Examination Appeal

ISSUED: SEP 11 2017

(RE)

Brian Harris appeals the decision of the Division of Agency Services (DAS), which found that he did not meet the education and experience requirements for the open-competitive examination for Coordinator Community Health Services (C0884U), Bergen County.

The subject examination announcement was issued with specific requirements that had to be met as of the November 30, 2016 closing date (see attached). As no eligible candidates were admitted, the examination was cancelled on April 21, 2017.

On his application, Mr. Harris indicated he possessed a Bachelor's degree in Community Health Education and a Master's degree in Health Education. He also listed four positions: provisional Coordinator Community Health Services for Bergen County, and Deputy Municipal Emergency Management Coordinator, Acting Director for Surveillance and Prevention, and Health Education Supervisor for Newark. The title Director for Surveillance and Prevention is not a civil service title, and official records indicate that the appellant was a Deputy Municipal Emergency Management Coordinator during the time he indicated he was in that title. The appellant had not provided a copy of his transcripts, and the degree Health Education could not be found on Miami University's website. As such, this degree could not be evaluated. As to experience, the appellant was credited with one year, one month from April 2014 to April 2015 in the third position, Acting Director for Surveillance and Prevention, although the appellant had indicated that he was concurrently a full-time Deputy Municipal Emergency Management Coordinator. He was also credited with one year, four months of experience in the fourth position, Health Education

Supervisor. As such, he possessed two years, five months of applicable experience and was found to be lacking two years, seven months, of general experience and eleven months of experience in a supervisory capacity, and an applicable Master's degree.

On appeal, Mr. Harris provides his college transcripts. The transcript from Miami University, in Oxford Ohio, indicates that he was awarded a Master's degree in Exercise and Health Studies. The appellant argues that his experience as Acting Director for Surveillance and Prevention should be applicable, and he provides a few duties for this position.

N.J.A.C. 4A:4-2.3(b) provides that applicants shall meet all requirements specified in the open-competitive examination announcement by the closing date.

CONCLUSION

The educational requirements for this position included a Master's degree in Health Care Administration, Health Services Administration, Public Health or Hospital Administration, Health Sciences, Public Administration, Business Administration, Human Services Administration, or Environmental Sciences. The list of acceptable degrees are in the areas of administration or science. The appellant's degree was in Exercise and Health Studies. The courses for this major are not equivalent to a Health Sciences degree. For example, the courses taken by the appellant included Special Problems; School Community Health Programs; Knowledge Systems/Exercise, Sports, Health; Research on Relationships between Exercises and Health; Behavior Statistics 1; Support, Leisure, and Aging; Studies in Exercise Behavior; Independent Reading; and Research Problems. The appellant's degree does not match the listed degrees under requirement.

Next, qualifying experience has the announced experience requirement as the primary focus of the position. That is, the announced experience should be the main duty of the listed position. On his application, the appellant indicated that his duties as a provisional in the subject title included:

1. Conduct grant management including, budgeting, procurement, staffing and reporting; Plan direct and evaluate the work of four staff, to include developing performance plans in support of achieving established goals, providing informal feedback and conducting formal performance evaluations, and recommending promotions, administering disciplinary actions and ensuring appropriate personnel coverage levels for assigned and distributed work; 2. Develop, assist and support all emergency management related planning efforts including response and recovery plans, policies, procedures, checklist and mapping; 3. Respond to public health emergencies within the jurisdiction and when necessary, support the activation of the

emergency operations center; 4. Annually update public health response plans, conduct preparedness drills and exercises and prepare Homeland Security Exercise and Evaluation Program (HSEEP) compliant after action reports; 5. Update and implement Emergency Support Function (ESF) 8 Public Health and Emergency Medical Services; 6. Serve as Chairman for the Public Health Infrastructure, Preparedness and Response coalition; 7. Present and defend Planning and public health preparedness resolutions before the Bergen County Board of Freeholders; 8. Design, plan and execute table-top and full-scale exercises for public health and emergency response partners and local hospitals; 9. Serve as public health sub-committee member for the Urban Areas Security Initiative (UASI); 10. Conduct emergency preparedness based presentations to local Health Officers, hospital groups and public health partners; 11. Conduct preparedness trainings for Medical Reserve Corps (MRC) volunteers and Community Emergency Response Team (CERT) members.

A review of these duties does not reflect those of a Coordinator Community Health Services, and does not match the announced experience requirement. The focus of the duties is emergency management, not coordination of health care services. As such, DAS should review the appellant's job duties to determine whether he is serving in the most appropriate title.

The duties listed for the second position, Deputy Municipal Emergency Management Coordinator, are similar to duties for his provisional position, i.e., grant management and emergency response management. The appellant received credit for the third and fourth positions, as they involved coordination of health care services. In sum, the appellant has not demonstrated the necessary education and experience to establish eligibility for the title under test.

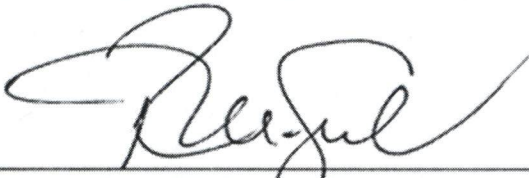
An independent review of all material presented indicates that the decision of DAS that the appellant did not meet the announced requirements for eligibility by the closing date is amply supported by the record. The appellant provides no basis to disturb this decision. Thus, the appellant has failed to support his burden of proof in this matter.

ORDER

Therefore, it is ordered that this appeal be denied, and the matter of the appellant's position classification be referred to DAS for review.

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
THE 6th DAY OF SEPTEMBER, 2017



Robert M. Czedh, Chairperson
Civil Service Commission

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and
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Christopher S. Myers
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Attachment

c: Brian Harris
Michele Popkin
Kelly Glenn
Records Center



Job Announcements

Symbol: C0884U Title: **COORDINATOR COMMUNITY HEALTH SERVICES**

Issue Date: 11/09/2016

Closing Date: 11/30/2016

Jurisdiction: BERGEN COUNTY

Salary: \$13.13 - \$42.78 Per Hour

Num. of Positions: 1

Workweek: 40 Hours per week

Application Fee: \$25.00

OPEN TO RESIDENTS OF:

(1) Bergen County; (2) Essex County, Hudson County, Passaic County

REQUIREMENTS:

EDUCATION: Graduation from an accredited college or university with a Master's degree in Health Care Administration, Health Services Administration, Public Health or Hospital Administration, Health Sciences, Public Administration, Business Administration, Human Services Administration, or Environmental Sciences. Please upload a copy of your transcript with your application. Failure to do so will result in ineligibility.

Foreign transcripts must be evaluated by a recognized evaluation service. Please upload a copy of your evaluation with your application. Failure to do so will result in ineligibility.

EXPERIENCE: Five (5) years of experience in public health administration involving the planning, organizing, and coordinating of health care services to individuals or the community, two (2) of which shall have been in a supervisory or administrative capacity.

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.

Customer Care and Technical Support: If you are having difficulty submitting your application online, customer care and technical support 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.nj.gov or call (609) 292-4144. Please note that application support requests received outside regular business hours on the closing date will not change the application filing deadline so PLEASE FILE EARLY.

IMPORTANT INFORMATION:

1. NJAC 4A:4-2.3(b) states that all requirements must be met as of the closing date.
2. Online applications must be completed and submitted by the closing date listed above.
3. **You must complete your application in detail.** Your score may be based on a comparison of your background with the job requirements. **Failure to complete your application properly may lower your score or cause you to fail.**
4. If an employment list results from this announcement, it may be certified to fill full-time and part-time positions.
5. Effective September 1, 2011, the New Jersey First residency law was enacted. Please click [here](#) for additional information.
6. In accordance with Public Law 2010 c. 26, Veterans pay a reduced application fee of \$15.00 if they have previously established Veteran's Preference with the DMAVA (as defined by NJSA 11A:5-1 et seq). Those claiming Veteran's Preference but have not yet received approval from DMAVA must pay the full application fee and may request a refund if the claim is approved at least 8 days prior to the issuance of the eligibility list. Please note this reduced fee does not apply to Public Safety titles.
7. Application fees submitted via personal check or money order must be postmarked within **five (5) business** days of submitting your application. If your fee is postmarked after five (5) business days, or is returned as invalid, you will be declared ineligible and denied admittance to the examination process.

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