



**STATE OF NEW JERSEY**

In the Matter of Rachel Jamison,  
Supervising Community Program  
Specialist (PS3797K), Department  
of Human Services

CSC Docket No. 2018-3175

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

Examination Appeal

**ISSUED: OCTOBER 19, 2018 (JET)**

Rachel Jamison appeals the determination of the Division of Agency Services (Agency Services) that she did not meet the experience requirement for the promotional examination for Supervising Community Program Specialist (PS3797K), Department of Human Services.

The subject examination was announced with specific requirements that had to be met as of the October 23, 2017 closing date. The requirements were graduation from an accredited college or university with a Bachelor’s degree, and four years of program delivery experience providing education, habilitative, or social services in programs for the developmentally disabled, one year of which shall have been in a supervisory capacity. It was noted that applicants who did not possess the required education could have substituted additional experience as indicated above on a year-for-year basis with 30 semester hour credits being equal to one year of experience. A total of 17 candidates applied for the subject examination which resulted in a list of 8 eligibles with an expiration date of August 22, 2020. One certification was issued and no appointments have been made.

A review of the appellant’s application reveals that she possesses a Bachelor’s degree. Additionally, the appellant listed on her application that she served as a Provider Enrollment Director from September 2017 through the October 23, 2017 closing date, as a Provider Enrollment Coordinator from November 2012 through September 2017, and as a Habilitation Plan Coordinator from June 2010 through November 2012. She also indicated that she worked as a Behavior Specialist from May 2008 to June 2010, and as a House Manager from October 1997 to May 2008.

Official personnel records indicate that the appellant served as a provisional Supervising Community Program Specialist from August 2017 to the closing date, and as a Quality Assurance Specialist, Health Services from November 2012 to August 2017. Agency Services did not credit the appellant for her service as a provisional Supervising Community Program Specialist, Health Services or for her service as a Quality Assurance Specialist, as the duties listed on her application and resume were not the primary focus of the duties performed by a Supervising Community Program Specialist. However, Agency Services credited the appellant with over four years of applicable general experience for her service as a Habilitation Plan Coordinator, a Behavioral Specialist, and as a House Manager. It did not credit her with any supervisory experience. Accordingly, Agency Services determined that the appellant was not eligible for the examination, as she lacked one year of supervisory experience.

On appeal, the appellant asserts, among other things, that she possesses over 22 years of applicable experience and 13 years of supervisory experience, which includes supervising individuals delivering programs for the developmentally disabled while serving provisionally in the subject title.

Official personnel records reflect that the appellant continues to serve provisionally in the subject title.

### **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. Per *N.J.A.C.* 4A:4-2.1(g), the Civil Service Commission (Commission) can accept clarifying information in eligibility appeals.

In the instant matter, it is noted that Agency Services credited the appellant with applicable education and over four years of general experience for her service as a Habilitation Plan Coordinator, a Behavioral Specialist, and as a House Manager. However, it did not credit her with any supervisory experience. Upon further review of the appellant's experience listed on her application and based on clarifying information she presents on appeal, the Commission is satisfied that the appellant also performed sufficient applicable supervisory duties while serving as a Behavioral Specialist and House Manager. With the inclusion of that experience, she should be admitted to the examination.

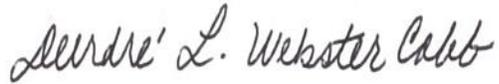
### **ORDER**

Therefore, it is ordered that this appeal be granted and the appellant be scheduled for a make-up examination as soon as possible. Should she achieve a

passing score, her name should be added to the list 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 17<sup>th</sup> DAY OF OCTOBER, 2018



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