



STATE OF NEW JERSEY

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

In the Matter of Joan Reeves,
Social Case Work Supervisor
(M0014W), East Orange

DOP Docket No. 2018-3558

Examination Appeal

ISSUED: October 3, 2018 (RE)

Joan Reeves appeals the determination of the Division of Agency Services which found that she did not meet the experience requirements for the open-competitive examination for Social Case Work Supervisor (M0014W), East Orange.

The examination had a closing date of January 4, 2018 and was open to residents of East Orange City, and Essex County who possessed a Bachelor's degree from an accredited college or university and two years of experience involving the collection, analysis and recording of significant social facts needed to identify and implement treatment plans geared towards the needs of clients with various social, mental, or physical problems. Applicants who did not possess the required education could substitute additional experience as indicated on a year for year basis. A Master's degree in Social Work from an accredited college university could be substituted for one year of experience. The appellant was found to be ineligible based on a lack of experience. Two candidates appear on the eligible list, which was certified once, but no appointments have yet been made.

The appellant indicated that she possessed a Master's degree in Social Work, although she did not list possession of a Bachelor's degree, and therefore was required to possess one year of experience. On her application, the appellant listed one position, Social Case Work Supervisor (part-time, 17 hours per week) from June 2016 to December 2017. This prorated to ten months of experience and therefore, she was found to be lacking two months of experience.

On appeal, the appellant states that she possesses 48 years of applicable experience in various positions, and she provides a narrative of her employment history. She also submits various certificates and other documents.

CONCLUSION

N.J.A.C. 4A:4-2.3(b)(2) provides that applicants shall meet all requirements specified in the open competitive examination announcement by the closing date.

In the present matter, the appellant was required to possess one year of experience and she listed one part-time position on her application for which she received full credit. While the appellant clearly has a long employment history, she did not properly complete her application. The application is not a formality used to schedule examinations as this agency makes official determinations for eligibility for all prospective candidates for position in State or local Civil Service jurisdictions since only those applicants who meet the minimum eligibility requirements are then evaluated through the testing process in order to determine relative merit and fitness. *See In the Matter of Daniel Roach* (MSB, decided October 20, 2004). Thus, the application is utilized to screen the candidate pool to ensure that applicants meet the minimum experience requirements for each position, and provisional appointees are not exempt from this process. The appellant did not provide all relevant experience on her application, and without doing so, the appellant cannot be credited for that time. In her narrative on appeal, the appellant neglected to provide the basic information as requested on the application, such as months of service and number of hours worked per week in each position.

Nonetheless, the subject examination is non-competitive, with no eligibles. The appellant is still serving as a provisional appointee and she has accrued more than two months of additional pro-rated full-time experience since the closing date in January 2018. Based on the particular circumstances presented, good cause has been established to relax the provisions of *N.J.A.C.* 4A:4-2.3(b) to accept the appellant's additional experience beyond 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 3rd DAY OF OCTOBER, 2018



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