



STATE OF NEW JERSEY

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

In the Matter of Cheetara Goodwin,
Substance Abuse Counselor 2
(PS3541K), Greystone Park
Psychiatric Hospital

Examination Appeal

CSC Docket No. 2018-2575

ISSUED: AUGUST 17, 2018 (SLK)

Cheetara Goodwin appeals the determination of the Division of Agency Services (Agency Services) that she did not meet the experience requirements for the promotional examination for Substance Abuse Counselor 2 (PS3541K), Greystone Park Psychiatric Hospital.

The examination at issue was announced with specific requirements that had to be met as of the September 21, 2017 closing date. The requirements included possession of a certificate as a Certified Alcohol and Drug Counselor (CADC) and two years of experience in counseling or social work having responsibility for gathering and analyzing social or health information from clients, determination of their needs and planning and carrying out of a treatment plan geared to needs of individual clients, one year of which shall have included experience with persons addicted to drugs or alcohol in a narcotic or alcohol treatment, prevention, and/or rehabilitation program. A total of three employees applied for the subject examination which resulted in a list of two eligibles with an expiration date of February 28, 2021. Certification PS180284 was issued containing the name of one eligible and that eligible was appointed and certification PS180792 was issued containing the other eligible and that eligible was appointed.

On her application, the appellant indicated that she possessed a certificate as a CADC. Additionally, she indicated that she was provisionally serving in the subject title from August 2017 to the September 21, 2017 closing date, a Substance Abuse Counselor 1 from September 2016 to August 2017, and a Substance Abuse

Counselor Intern (Intern) from September 2013 to September 2016. Agency Services credited the appellant for having a certificate as a CADC and for having 13 months of experience based on her provisional service in the subject title and as a Substance Abuse Counselor 1, but determined that she lacked 11 months of the required experience.

On appeal, the appellant explains how she began performing the required duties in July 2013 when she started as an Intern. Additionally, Christopher Dorian, Supervising Substance Abuse Counselor, confirms that the appellant was not just expected to observe and learn, but was required to complete the 12 core functions of a substance abuse counselor as an Intern.

CONCLUSION

N.J.A.C. 4A:4-2.6(a) provides that applicants shall meet all requirements specified in the promotional announcement by the closing date. *N.J.A.C.* 4A:1-1.2(c) states that the Civil Service Commission (Commission) may relax a rule for good cause in order to effectuate the purposes of Title 11A, New Jersey Statutes.

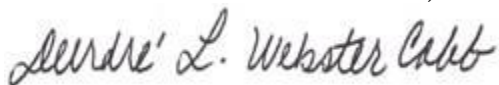
In this matter, Agency Services correctly determined that the appellant did not meet the required experience as of the closing date because the appellant's Intern experience was used to qualify her for possession of a CADC. However, the appellant has gained an additional 11 months of applicable experience after the closing date while serving provisionally in the subject title. Additionally, the list is exhausted as there are no names currently on the list. Accordingly, good cause exists to accept the appellant's experience after the closing date, for eligibility purposes only, and to admit her to the examination.

ORDER

Therefore, it is ordered that the appeal be granted, and Cheetara Goodwin'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 15th DAY OF AUGUST, 2018



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