



STATE OF NEW JERSEY

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

In the Matter of Kayla Hanley,
Assistant Mental Health
Administrator (C0772W),
Hudson County

Examination Appeal

CSC Docket No. 2019-1747

ISSUED: February 11, 2019 (RE)

Kayla Hanley appeals the determination of the Division of Agency Services which found that she did not meet the minimum requirements in experience for the open-competitive examination for Assistant Mental Health Administrator (C0772W), Hudson County.

The subject examination had a closing date of June 21, 2018 and was open to residents of Hudson County and New Jersey who met the announced requirements. These requirements included graduation from an accredited college or university with a Bachelor's degree in Psychology, Public Administration, Social Work, Public Health, Hospital Administration, or Nursing, and three years of experience in the administration of a mental health program. A Master's degree in Psychology, Public Administration, Social Work, Public Health, Hospital Administration, or Nursing from an accredited college or university could be substituted for one year of required experience. The appellant was found to be ineligible based on a lack of experience. As there were no admitted applicants, the examination was canceled on January 7, 2019.

The appellant indicated possession of a Bachelor's degree in Psychology and her Master's degree in Social Work was substituted for one year of experience per the substitution clause. Thus, she required to possess two years of applicable experience. She listed four positions on her application and resume: provisional Assistant Mental Health Administrator, Mobile Crisis Responder with CarePlus, NJ; Outpatient Clinician with CarePlus, NJ (part-time, 10 hours per week); and Research Development with Hudson County DHHS (part-time, 15 hours per week).

She was credited with six months of experience in her provisional position. For the fourth position, her two years of experience working part-time 15 hours a week prorated to 10 months of full-time experience. Thus, she was found to be lacking eight months of applicable experience.

On appeal, the appellant states that she has a Master's degree in Social Work and has demonstrated the aptitude and skill set needed to become promoted.

CONCLUSION

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. *N.J.A.C.* 4A:4-2.1(f) provides that an application may only be amended prior to the announced closing date. *N.J.A.C.* 4A:1-1.2(c) states that the Civil Service Commission may relax a rule for good cause in particular situations, on notice to affected parties, in order to effectuate the purposes of Title 11A, New Jersey Statutes.

Initially, the appellant was correctly found ineligible for the subject examination. She was credited with six months of experience in her provisional position, and for ten months in the fourth position. Her positions as Mobile Crisis Responder and Outpatient Clinician with CarePlus, NJ did not have the announced experience requirement as the primary focus. However, the examination was cancelled, the appellant continues to serve provisionally in the title under test, and she has accrued at least an additional eight months of experience since the June 2018 closing date. Based on the circumstances presented, good cause has been established to relax the provisions of *N.J.A.C.* 4A:4-2.1(f) and *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, the examination cancellation be rescinded, 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 6th DAY OF FEBRUARY, 2019



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