



STATE OF NEW JERSEY

In the Matter of Minerva Martinez,
Human Services Specialist 4
(PC5164D), Hudson County

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

CSC Docket No. 2023-1234

Administrative Appeal

ISSUED: May 3, 2023 (BS)

Minerva Martinez appeals the determination of the Division of Agency Services (Agency Services) which found that she did not meet the requirements for the promotional examination for Human Services Specialist 4 (PC5164D), Hudson County.

The promotional examination at issue was announced with experience requirements which had to be met as of the announced September 21, 2022 closing date. All applicants had to possess 60 semester hour credits from an accredited college or university, plus three years experience involving any combination of the following: securing/verifying information and making determinations or recommendations relating to eligibility or qualifications of applicants for loans, insurance, credit or entitlement to cash awards, financial benefits, or adjustment and settlement of insurance claims; investigations involving the collection of facts and information by observing conditions, examining records, interviewing individuals, and preparing investigative reports of findings; or investigating, establishing and/or enforcing support obligations in a welfare board or agency, court system, or related agency. One year of this experience had to have been in a lead worker capacity. The promotional examination announcement also stipulated that applicants who did not possess the required education could substitute experience as indicated on a year for year basis. Additionally, a Bachelor's degree could be substituted for the educational requirement shown above and for up to two of the three years of required experience. There was no substitution of education for the remaining one year of experience. Civil

Service records indicate that a promotional eligible list promulgated on March 23, 2023 containing the names of 35 eligible candidates.

The appellant submitted an application on which she indicated that she possessed a Bachelor's degree plus experience as an Investigator, County Welfare Agency (July 2017 to September 2022). However, agency records indicate that the appellant served as a Human Services Specialist 1 and Human Services Specialist 1, Bilingual in Spanish and English (June 2017 to the closing date). Agency Services found that, although the appellant satisfied the educational requirement, the appellant did not demonstrate on her application that she possessed applicable lead worker experience. Therefore, the appellant did not satisfy this aspect of the requirements. The promotional examination requirements did not allow for the substitution of additional education requirements in lieu of the lead worker experience.

On appeal, the appellant argued that she possessed five years of applicable experience and requested, therefore, that she be admitted to the subject promotional examination. However, she did not submit any description of any applicable lead worker duties.

CONCLUSION

N.J.A.C. 4A:4-2.6(a) provides that applicants shall meet all requirements specified in the examination announcement by the closing date. *N.J.A.C.* 4A:4-6.3(b) provides that, except for medical or psychological disqualification appeals, the appellant shall have the burden of proof.

As of the September 21, 2022 closing date, the appellant satisfied the educational requirement and possessed the general experience requirement. However, the appellant lacked any applicable lead worker experience. Although the appellant possessed applicable general experience as a Human Services Specialist 1 and Human Services Specialist 1, Bilingual in Spanish and English, she has not demonstrated on her application or on appeal any applicable lead worker responsibilities. Accordingly, the appellant was correctly deemed ineligible for the subject promotional examination because she lacked one year of lead worker experience as of the September 21, 2022 closing date.

ORDER

Therefore, it is ordered that this appeal be denied.

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 MAY, 2023

Allison Chris Myers

Allison Chris Myers
Acting Chairperson
Civil Service Commission

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