



**STATE OF NEW JERSEY**

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

In the Matter of Omayra Colon,  
Social Work Supervisor (PC4214E),  
Essex County

CSC Docket No. 2025-407

Eligibility Appeal

**ISSUED: March 19, 2025 (KMG)**

Omayra Colon appeals the determination of the Division of Agency Services (Agency Services) which found that she was not eligible for the promotional examination for Social Work Supervisor (PC4213E), Essex County.

By way of background, the subject examination was announced with a closing date of November 21, 2023, and was open, in relevant part, to applicants who possessed a Bachelor's degree supplemented by a Master's degree in social work, psychology, guidance & counseling, or other fields related to social work or social services; and two years of social work experience involving gathering social information from clients, determine their needs, and planning and carrying out treatment plans and/or service plans geared to individual client needs. Applicants who did not possess a Bachelor's degree could substitute additional experiences on a year for year basis with 30 semester hours being equal to one year of experience. Applicants who did not possess the Master's degree could substitute an additional year of the indicated experience. The subject eligible list of 10 names promulgated on August 1, 2024 and expires on July 31, 2026.

The appellant did not indicate that she possessed either a Bachelor's or Master's degree. Therefore, pursuant to the substitution clause, she needed to possess seven years of the required experience. On her application, the appellant only indicated that she served as a Field Representative Citizen Complaints from

October 2008 through the closing date. Agency Services did not credit this experience as applicable.

On appeal to the Civil Service Commission (Commission) the appellant argues that she has approximately 12 years and 10 months of relevant work experience as Field Representative Citizen Complaints. She maintains that as a Field Representative Citizen Complaints the above required experience constituted “some of the roles and duties” she was responsible for.

### CONCLUSION

*N.J.A.C.* 4A:4-2.6(a) requires applicants to possess all the requirements specified in an announcement for a promotional examination by the closing date. *N.J.A.C.* 4A:4-6.3(b) provides that the appellant has the burden of proof in examination appeals.

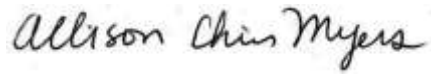
Initially, it is noted that Agency Service correctly determined that the appellant’s experience as a Field Representative Citizen Complaints was not applicable. In this regard, the duties of a Field Representative Citizen Complaints primarily focus on citizen complaint resolution. Despite the appellant submitting clarifying information regarding her experience, Agency Services still correctly determined that the appellant does not possess sufficient social work experience involving gathering social information from clients, determine their needs, and planning and carrying out treatment plans and/or service plans geared to individual client needs. In this regard, in order for experience to be considered applicable, it must have as its **primary focus** full-time responsibilities in the areas required in the announcement. *See In the Matter of Bashkim Vlashi* (MSB, decided June 9, 2004). Accordingly, the determination of Agency Services that the appellant was not eligible as she did not possess seven years of relevant experience for the subject examination as announced was proper.

### 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 19<sup>TH</sup> DAY OF MARCH, 2025



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