



STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION  
OF THE  
CIVIL SERVICE COMMISSION

In the Matter of Reed Gladey,  
Social Work Supervisor 1 Psychiatric  
(PS6741K), Ann Klein Forensic  
Hospital

Examination Appeal

CSC Docket No 2014-2442

ISSUED: JUL 16 2014

(RE)

Reed Gladey appeals the decision of the Division of Selection Services (DSS) which found that he did not meet the experience requirements for the promotional examination for Social Work Supervisor 1 Psychiatric (PS6741K), Ann Klein Forensic Hospital.

The subject examination announcement was issued with a closing date of December 21, 2013. The examination was open to employees in the competitive division who had an aggregate of one year of continuous permanent service as of the closing date and who were serving in the title Social Work Supervisor 2 Psychiatric OR in any competitive title and who met the open competitive requirements. These requirements included graduation from an accredited college or university with a Master's degree in Social Work AND four years of professional experience in social casework, three years of which shall have been in a supervisory capacity in the administration of a psychiatric social service program. The appellant was found to be below the experience requirements. As there were no admitted applicants, the examination was canceled on April 26, 2014.

On his application, the appellant listed experience in eight positions: provisional Social Work Supervisor 1 Psychiatric, Mental Health Screener Triage, Program Coordinator Mental Health, Assistant Social Work Supervisor Psychiatric, Director of Support Services with AIDS Coalition of Southern New Jersey, Social Worker 1 Psychiatric, Case Manager Supervisor with AIDS Coalition of Southern New Jersey and Case Manager with AIDS Coalition of Southern New Jersey. The appellant was credited for two years, two months of supervisory experience in his

provisional Social Work Supervisor 1 Psychiatric, Assistant Social Work Supervisor Psychiatric and Case Manager Supervisor positions. He was also credited with six years of general experience as a Social Worker 1 Psychiatric and Case Manager. Thus, he fulfilled the requirement for non-supervisory experience, and was found to be lacking 10 months of supervisory experience.

On appeal, the appellant argues that he has fulfilled the experience requirements. Specifically, regarding supervisory experience, he states that the Program Coordinator Mental Health position was managerial and he supervised Social Workers and Social Work Interns. He argues that his Social Work Supervisor 1 Psychiatric and Assistant Social Work Supervisor Psychiatric positions were applicable, and the appellant received credit for his work in those positions. It is noted that the dates of service he provides for his Assistant Social Work Supervisor Psychiatric position differ from those of official records. On his application, the appellant stated that he was in this title from December 2000 to December 2002. In his appeal, the appellant states that he was in this position from October 2001 to February 2002, which matches official records. Prior to October 2001, the appellant was a Social Worker 1 Psychiatric, the title to which he was originally hired in October 2000, and in which he did not supervise.

*N.J.A.C. 4A:4-2.6(a)2* provides that applicants shall meet all requirements specified in the promotional examination announcement by the announced closing date.

## CONCLUSION

The appellant was denied admittance to the subject examination since he lacked the minimum requirements in experience. The appellant clearly possesses sufficient non-supervisory experience in his various positions, however, he lacks eight months of supervisory experience. The appellant is required to have had permanent supervisory responsibilities for at least three years in order to meet this experience requirement. He was credited with two years, two months in his provisional position as well as his positions of Assistant Social Work Supervisor Psychiatric and Case Manager Supervisor.

The appellant's position as Program Coordinator Mental Health position cannot be credited. The appellant indicates that he supervised Psychiatrists, a Clinical Psychologist, Social Workers and Social Work Interns while in this title from December 2002 to July 2013. Official records indicate he held the title from February 2002 to July 2013. In his appeal, the appellant refers to this as a managerial title, and it was in the Employee Relations Group (ERG) M until at least December 20, 2008, at which time the job specification was changed to indicate an ERG P, and described this as a professional lead worker title. Regardless of the ERG, a review of the job specification on record from February 2001 indicates that

the incumbent Program Coordinator Mental Health was responsible for assisting team leaders and/or may have acted as a team leader, and it also indicated supervision of staff.

In any event, the *primary* focus of the position was not social casework. The appellant's duties included clinical coordination of patient care, developing comprehensive treatment plans, facilitating weekly treatment team meetings, developing Special Status Patient Clinical Review Reports, attending monthly clinical review meetings, and serving as a member of the Medical Records Review Committee. The incumbent Program Coordinator Mental Health identifies and addresses key issues affecting the daily functioning of the patient, and coordinates all aspects of treatment and patient programming, working closely with the Associate Hospital Administrator 2. As such, the primary focus of this position is the coordination of treatment and programming, not the administration of a psychiatric social service program. Thus, the appellant lacked 10 months of applicable supervisory experience as of the closing date.

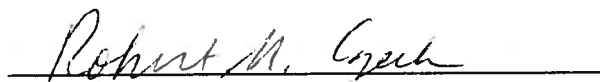
A thorough review of all material presented indicates that the decision of DSS, that the appellant did not meet the announced requirements for eligibility by the examination closing date, is amply supported by the record and the appellant provides no basis to disturb that decision. Thus, appellant has failed to support his burden of proof in this matter.

#### 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 16<sup>th</sup> DAY OF JULY, 2014

  
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