



STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION
OF THE
CIVIL SERVICE COMMISSION

In the Matter of Deborah Blackwell
and Gina Conti, Training Coordinator
(PC2236T), Ocean County Library

Examination Appeals

CSC Docket Nos. 2016-3358 and
2016-3410

ISSUED: **NOV 16 2016** (SLK)

Deborah Blackwell and Gina Conti appeal the determinations of the Division of Agency Services (Agency Services) that they were below the minimum requirements in experience for the promotional examination for Training Coordinator (PC2236T), Ocean County Library. These appeals have been consolidated due to common issues presented.

The examination at issue was announced with specific requirements that had to be met as of the October 21, 2015 closing date (see attached). The appellants were the only two employees who applied for the examination and both were deemed ineligible. Therefore, the examination was cancelled due to a lack of qualified applicants.

On her application, Ms. Blackwell indicated that she was a Coordinator of Programs for Holy Temple Church for two hours per week from April 2015 to the October 21, 2015 closing date, a Senior Trainer for Blackwell Consulting for seven hours per week from May 2015 to the October 21, 2015 closing date, a Supervising Library Assistant from April 1996 to July 2015, a Senior Trainer for Holy Temple Church for three hours per week in January 2012, a Local Coordinator for Holy Temple Church for three hours per week in January 2012, a Youth Leader for Holy Temple Church for three hours per week in January and April 2011, and a Principal Library Assistant from April 1994 to April 1996. She also indicated that she graduated from the Temple Bible Institute. Personnel records indicate that she was provisionally serving in the subject title from July 2015 to the October 21, 2015

closing date, a Supervising Library Assistant from March 1996 to July 2015, a Principal Library Assistant from February 1995 to March 1996, a Senior Library Assistant from November 1989 to February 1995, a Library Assistant Typing from August 1989 to November 1989, and a Junior Library Assistant Typing from January 1988 to August 1989. Agency Services determined, per the substitution clause for education, that she lacked six years of the required experience.

On Ms. Conti's application, she indicated that she was an Adjunct Professor for 15 hours per week for Ocean County College from September 2012 to September 2015, an Adjunct Professor for 15 hours per week for Brookdale Community College from September 2010 to September 2015, and a Public Information Assistant from May 2005 to the October 21, 2015 closing date. She also indicated that she possessed a Bachelor's degree. Personnel records indicate that she was a Senior Library Assistant from August 2015 to the October 21, 2015 closing date, a Public Information Assistant from June 2008 to August 2015, a Senior Library Assistant from June 2006 to June 2008, and a Library Assistant from May 2005 to June 2006. Agency Services credited her with meeting the education requirement, but determined that she lacked two years of experience.

On appeal, Ms. Blackwell presents that, as a Supervising Library Assistant since March 1996 and while provisionally serving in the subject title, she has been involved in the development and presenting of staff training programs and provides examples of her training experience. She submits a letter from Jennifer Doderer, Director, Human Resources, who states that, as a Supervising Library Assistant, the appellant spent at least 30 percent of her time determining training needs and developing and facilitating training which included involvement in Staff Development Day, in-service training, and refresher training.

Ms. Conti indicates that she has been an Adjunct College Professor for over five years and, in this position, she needs to examine the class' and college's needs, collect materials, and develop lesson plans. As a Professor, she represents that she conducts classroom orientation, refresher courses, and other types of training. She also asserts that, as a Public Information Assistant, she created an intern program which included developing plans and materials, conducting new employee orientation, and other types of training for new hires. She also states that she has created library training programs to increase staff productivity, morale and professional behavior.

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. Further, *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.

Initially, Agency Services correctly determined that the appellants did not meet the required experience. As of the October 21, 2015 closing date, Ms. Blackwell's primary responsibility as a Supervising Library Assistant was not training and she did not indicate that the Temple Bible Institute was an accredited college. The primary focus of Ms. Conti's positions with the appointing authority was not training and her position with various colleges was as an Adjunct Professor. However, Ms. Doderer confirmed that, since March 1996, Ms. Blackwell spent more than 30 percent of her time as a trainer in her position as a Supervising Library Assistant. It is noted that providing training is listed as one of the Examples of Work in the job specification for a Supervising Library Assistant. Additionally, Ms. Conti has over 2 years¹ of pro-rated experience as an Adjunct Professor and it cannot be ignored that a College Professor determines the needs of the class, develops lesson plans and teaching materials, and then presents the teaching materials which is very similar to being a trainer. Therefore, the Commission is satisfied that the totality of Ms. Blackwell's experience performing training duties as part of her Supervising Library Assistant responsibilities since March 1996 and Ms. Conti's over two years of pro-rated experience as an Adjunct College Professor warrant their admission to the subject examination. Additionally, Ms. Blackwell continues to serve provisionally in the title under test and the examination has been cancelled due to a lack of qualified candidates. Therefore, under these circumstances, good cause exists to relax the provisions of *N.J.A.C. 4A:4-2.6(a)* and accept the totality of Ms. Blackwell's and Ms. Conti's experience, including Ms. Blackwell's experience after the closing date, and admit them to the subject examination.

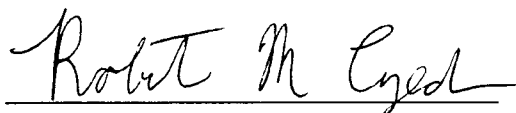
ORDER

Therefore, it is ordered that these appeals be granted, the cancellation of the examination be rescinded and Deborah Blackwell's and Gina Conti's applications 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.

¹ 15 hours per week is 43 percent of a 35-hour full-time week. 62 months * 43 percent is 27 months.

DECISION RENDERED BY THE
CIVIL SERVICE COMMISSION ON
THE 10th DAY OF NOVEMBER, 2016



Robert M. Czech
Chairperson
Civil Service Commission

Inquiries
and
Correspondence

Director
Division of Appeals and Regulatory Affairs
Civil Service Commission
Written Record Appeals Unit
P.O. Box 312
Trenton, New Jersey 08625-0312

Attachment

c: Deborah Blackwell
Gina Conti
Susan Quinn
Kelly Glenn
Records Center

NEW JERSEY CIVIL SERVICE COMMISSION
COUNTY AND MUNICIPAL GOVERNMENT SERVICES
PROMOTIONAL ANNOUNCEMENT



[Click here to file Online](#) Print
\$25.00 PROCESSING FEE REQUIRED
Make Check/Money Order Payable to NJCSC

SYMBOL: PC2236T	WEIGHT CODE: *
TITLE: TRAINING COORDINATOR	SALARY: \$45,000.00
ISSUE DATE: October 01, 2015	CLOSING DATE: October 21, 2015
TITLE CODE: 04202/ V8RQR2	JURISDICTION CODE: T15000500
JURISDICTION: OCEAN COUNTY	
DEPARTMENT: LIBRARY	

Visit www.state.nj.us/csc
And select "Job Announcements"
to view this announcement and to file an application

Open to employees in the competitive division who have an aggregate of one year of continuous permanent service as of the closing date in any competitive title and meet the requirements listed below:

Education: Graduation from an accredited college or university with a Bachelor's degree. You must indicate either possession of a degree or total number of college credits completed to date on your application. (Foreign degrees/transcripts must be evaluated by a recognized evaluation service.) Failure to do so will result in rejection from the examination process.

Applicants who do not possess the required education may substitute additional experience as indicated on a year for year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

Experience: Two (2) years of experience in work involving the determination of training needs, development of training plans and materials, and the conduct of orientation, inservice, refresher, and other types of training courses.

License: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle rather than employee mobility, is necessary to perform the essential duties of the position. The responsibility for ensuring that employees possess the required motor vehicle license, commensurate with the class and type of vehicles they operate, rests with the Appointing Authority.

IMPORTANT INFORMATION

1. NJAC 4A:4-2.6 states that all requirements listed must be met as of the closing date, including assignment to jurisdiction/department, and satisfying the permanent status requirement.
2. **ONLY ON-LINE APPLICATIONS WILL BE ACCEPTED. YOU MUST COMPLETE YOUR APPLICATION IN DETAIL.** Your score may be based on a comparison of your credentials with the job requirements. Failure to complete your application properly may lower your score or cause you to fail.
3. This examination is open to full-time and part-time permanent employees. If an employment list results from this announcement, it may be certified to fill both full-time and part-time positions. If 35- and 40-hour positions are used within the department, the resulting list may be used to fill either work week position.
4. NJAC 4A:4-1.5 states that any employee who is serving on a provisional basis and who fails to file for and take an examination which has been announced for his/her title **SHALL BE SEPARATED FROM THE PROVISIONAL TITLE.**
5. In accordance with Public Law 2010 c.26, **Veterans pay a reduced application fee of \$15.00** if they have previously established Veterans Preference with the DMAVA (as defined by N.J.S.A. 11A:5-1 et seq.), or your claim is approved by DMAVA at least 8 days prior to the issuance of this eligibility list. **PLEASE NOTE THIS REDUCED FEE DOES NOT APPLY TO PUBLIC SAFETY TITLES.** (i.e. Police, Fire, Corrections and Sheriff).
6. **If you are having difficulty submitting your application online, technical support and customer care are available during regular business hours, 8:00 a.m. to 4:00 p.m. EST, Monday - Friday, excluding holidays and emergency closings. Please Email: OAS.support@csc.state.nj.us or call (609) 292-4144. Please note that application support requests received outside of regular business hours on the closing date will not change the application filing deadline, so PLEASE FILE EARLY.**

DPF-256A * Revised 03/09

