



STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION
OF THE
CIVIL SERVICE COMMISSION

In the Matter of Valerie Izquierdo,
Senior Program Specialist, Special
Child Health Services (C0643T),
Ocean County

Examination Appeal

CSC Docket No. 2016-3292

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

Valerie Izquierdo appeals the determination of the Division of Agency Services (Agency Services) that she was below the minimum requirements in experience for the open competitive examination for Senior Program Specialist, Special Child Health Services (C0643T), Ocean County.

The examination at issue was announced with specific requirements that had to be met as of the September 8, 2015 closing date (see attached). A total of four individuals applied for the subject examination and one was deemed eligible. Certification OL160276 was issued containing the name of the one eligible. The list expires on March 9, 2019.

On Ms. Izquierdo's application, she indicated that she was a 20 hour per week Residential/Outreach Counselor for Ocean's Harbor House from June 2014 to the September 8, 2015 closing date. She also indicated that she possesses a Master's degree in Social Work. Agency Services credited the appellant for meeting the education requirements and having one year and nine months of experience, but determined that she lacked three months of experience.

On appeal, Ms. Izquierdo indicates that, in September 2015, she was provisionally hired in the subject title and describes how she performs the required duties in this position. She also presents that, starting in June 2014, she has worked part-time as a Residential/Outreach Counselor providing crisis intervention services to youth and families. Additionally, she highlights that, as part of her

Master's degree program, she was an intern for the O.C.E.A.N., Inc. Head Start program where she worked with children and their families by providing case management services.

CONCLUSION

N.J.A.C. 4A:4-2.3(b)2 requires applicants to possess all the requirements specified in an announcement for an open competitive examination 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.

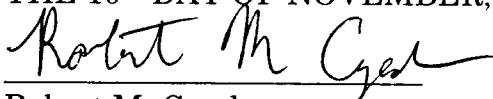
Based on her application, Agency Services correctly determined that Ms. Izquierdo did not meet the required experience as of the September 8, 2015 closing date. She had one year of experience by substituting her Master's degree for experience and nine months of experience by pro-rating¹ her part-time Residential/Outreach Counselor experience. Therefore, she lacked three months of the required experience. However, the record evidences that the list is incomplete as there is only one eligible on the list. Further, in addition to continuing her part-time work as a Residential/Outreach Counselor, the appellant is now provisionally serving in the subject title performing the required duties and has gained the additional experience after the closing date to satisfy that requirement. Therefore, under these circumstances, good cause exists to relax the provisions of *N.J.A.C.* 4A:4-2.3(b)2 and accept Ms. Izquierdo's experience after the closing date, for eligibility purposes, and admit her to the subject examination.

ORDER

Therefore, it is ordered that the appeal be granted, and Valerie Izquierdo's application 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.

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



Robert M. Czech
Chairperson
Civil Service Commission

¹ 16 months * 57 percent (20 hours per week is 57 percent of a full-time 35 hour per week position) = 9 months.

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: Valerie Izquierdo
Victoria Miragliotta
Kelly Glenn
Records Center



Job Announcements

[← back](#)

printable version

Symbol: C0643T

Title: SENIOR PROGRAM SPECIALIST SPECIAL CHILD HEALTH SERVICES

Issue Date: 08/18/2015

Closing Date: 09/08/2015

Jurisdiction: OCEAN COUNTY

Salary: \$43,000.00 - \$81,000.00 Per Year

Num. of Positions: 2

Workweek: 40 Hours per week

Application Fee: \$25.00

OPEN TO RESIDENTS OF:

Ocean County

REQUIREMENTS:

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree in Nursing. Please upload a copy of your transcript with your application. Failure to do so will result in ineligibility.

EXPERIENCE: Two (2) years of experience in providing social work services, public health or nursing services in pediatrics working with handicapped or chronically ill children.

NOTE: A Master's degree in Nursing may be substituted for the educational requirements. If you are substituting a Master's degree in Nursing to meet the educational requirement, please upload a copy of your transcript with your application. Failure to do so will result in ineligibility.

NOTE: A Master's degree in Nursing may be substituted for one (1) year of the above experience, when not used to fulfill the educational requirement. If you are substituting education for some of the required experience, please upload a copy of your transcript with your application. Failure to do so will result in ineligibility.

NOTE: A Master's degree in Social Work may be substituted for the above education **AND** one (1) year of the required experience. If you are substituting a Master's degree in Social Work for the above education **AND** some of the required experience, please upload a copy of your transcript with your application. Failure to do so will result in ineligibility.

NOTE: Foreign transcripts must be evaluated by a recognized evaluation service. Please upload a copy of your evaluation with your application. Failure to do so will result in ineligibility.

LICENSE: Applicants who possess a Bachelor's degree in Nursing must also possess a New Jersey license as a Professional Nurse. Please provide the specific details of your license, including the license number, as indicated in the license section of the application. Failure to do so will result in ineligibility.

NOTE: 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 essential duties of the position.

Customer Care and Technical Support: If you are having difficulty submitting your application online, customer care and technical support 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.nj.gov or call (609) 292-4144. Please note that application support requests received outside regular business hours on the closing date will not change the application filing deadline so PLEASE FILE EARLY.

IMPORTANT INFORMATION:

1. NJAC 4A:4-2.3(b) states that all requirements must be met as of the closing date.
2. Online applications must be completed and submitted by the closing date listed above.
3. **You must complete your application in detail.** Your score may be based on a comparison of your background with the job requirements. **Failure to complete your application properly may lower your score or cause you to fail.**