

B-15



STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION
OF THE
CIVIL SERVICE COMMISSION

In the Matter of Hommy Noa,
Human Services Specialist 1
(C0775U), Passaic County

CSC Docket No. 2017-2125

Examination Appeal

ISSUED: APR 21 2017

(RE)

Hommy Noa appeals the determination of the Division of Agency Services which found that he did not meet the experience requirements, per the substitution clause for education, for the open-competitive examination for Human Services Specialist 1 (C0775U), Passaic County.

The subject examination was announced with specific requirements that had to be met as of the October 28, 2016 closing date (see attached). A total of 563 applicants applied for the subject examination that resulted in a list of 338 eligibles with an expiration date of March 29, 2020. The subject list has not yet been certified.

On his application, the appellant indicated that he possessed 50 college credits, and he listed one position, Human Services Aide. His college credits prorated to one year, eight months of experience, and thus, he was found to be lacking four months of experience per the substitution clause for education.

On appeal, the appellant states that he should be eligible as he has 61.5 college credits. Further, he provides a revised, more detailed list of duties than originally submitted on his application for his Human Services Aide position.

N.J.A.C. 4A:4-2.3(b) provides that applicants shall meet all requirements specified in the open competitive examination announcement by the closing date.

CONCLUSION

In the instant matter, the appellant was required to possess 60 semester hour credits from an accredited college or university.

As to his application, the online application process is automated and provides instructions to candidates on how to properly complete their applications. Eligibility for a given examination is determined based on the information provided on the application. The announcement states, "**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.**" The Online Application System User Guide repeats, "Failure to complete your application properly may cause you to be declared ineligible or may lower your score if your application is your test paper." The guide asks candidates to carefully review the application to ensure that it is complete and accurate before submitting, and states, if supplemental documents are required, they should be uploaded with the application or submitted within five business days of submitting the online application. In order to proceed to the payment section, candidates must certify that their applications are complete and accurate.

The appellant did not list his actual job duties, but indicated:

1. Ability to perform elementary mathematical computations;
2. The ability to interpret and clarify simple, basic agency policies;
3. The ability to learn to interview individuals and provide information in accord with prescribed procedures;
4. Ability to understand and follow oral and written instructions and to work independently on assignments.

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). The description above does not have, as the primary focus, experience involving any combination of the following: 1) 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; 2) investigations involving the collection of facts and information by observing conditions, examining records, interviewing individuals, and preparing investigative reports of findings; or 3) investigating, establishing, and/or enforcing support obligations in a welfare board or agency, court system, or related agency.

On appeal, the appellant submits a transcript showing college credits earned after the closing date. However, credits earned after the October 28, 2016 closing date, for the fall of 2016, cannot be accepted on appeal. Further, the appellant provides a revised set of duties. He states that his current assignment requires him to examine assistance cases and organize them according to the eligibility period for each program, and to link program applications to supporting documents. In a previous assignment, he screened applicants for emergency assistance by asking prepared questions, recording responses, and checking documents to ensure that cases were ready for additional processing by social workers. In another, he collected information using multiple computer programs and systems to verify income, assets, residents and immigration status. He then summarized the information collected and reported the results. When directed, he responded to calls from applicants and provided information from staff, asked questions to process applications, retrieved messages on voicemail and answered questions or referred the issues to others. He has also assisted applicants with completing forms, registrations, and fair hearing requests. A review of these duties does not establish that the appellant met the substitutable experience requirement. He was not involved in making determinations or recommendations, performing investigations, or investigating, establishing, and/or enforcing support obligations. Therefore, the appellant has not demonstrated the necessary experience to establish eligibility for the title under test.

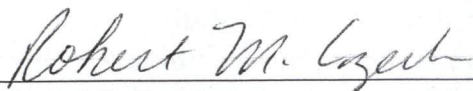
An independent review of all material presented indicates that the decision of the Division of Agency Services, that the appellant did not meet the announced requirements for eligibility by the closing date, is amply supported by the record. The appellant provides no basis to disturb this decision. Thus, the 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 19th DAY OF APRIL, 2017



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: Hommy Noa
Anthony De Nova
Kelly Glenn
Records Center



Job Announcements

back

printable version

Symbol: C0775U

Title: HUMAN SERVICES SPECIALIST 1

Issue Date: 10/07/2016

Closing Date: 10/28/2016

Jurisdiction: PASSAIC COUNTY

Salary: \$50,586.00 - \$76,023.00 Per Year

Num. of Positions: 4

Workweek: 35 Hours per week

Application Fee: \$25.00

OPEN TO RESIDENTS OF:

Passaic County

REQUIREMENTS:

EDUCATION: Sixty (60) semester hour credits from an accredited college or university.

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

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.

EXPERIENCE: Experience involving any combination of the following may be substituted for the above education requirement: 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.

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 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.**
4. If an employment list results from this announcement, it may be certified to fill full-time and part-time positions.
5. Effective September 1, 2011, the New Jersey First residency law was enacted. Please click here for additional information.
6. In accordance with Public Law 2010 c. 26, Veterans pay a reduced application fee of \$15.00 if they have previously established Veteran's Preference with the DMAVA (as defined by NJSA 11A:5-1 et seq). Those claiming Veteran's Preference but have not yet received approval from DMAVA must pay the full application fee and may request a refund if the claim is approved at least 8 days prior to the issuance of the eligibility list. Please note this reduced fee does not apply to Public Safety titles.

