



STATE OF NEW JERSEY

 FINAL ADMINISTRATIVE ACTION
 OF THE
 CIVIL SERVICE COMMISSION

In the Matter of Bermari Roig,
 Program Specialist 2 (C0652C),
 Bergen County

Examination Appeal

CSC Docket No. 2022-2369

ISSUED: MAY 23, 2022 (RE)

Bermari Roig appeals the determination of the Division of Agency Services (Agency Services) which found that she did not meet the minimum requirements in experience for the open-competitive examination for Program Specialist 2 (C0652C), Bergen County.

The subject examination had a closing date of November 22, 2021 and was open to candidates who, in pertinent part, possessed a Bachelor's degree from an accredited college or university and two years of experience in planning, monitoring, coordinating, implementing, modifying and/or evaluating agency programs and services. Three candidates appear on the eligible list, which has been certified once, but no appointments have yet been made.

On her application, the appellant indicated that she possessed a Bachelor's degree, which satisfies the educational requirement, and she listed eight positions on her application and resume: "Home Improvement Program," or Client Service Representative, from September 2017 to November 2021; Constituent Service Director; Chief of Staff; Legislative Director; Office Manager/Legislative Aide; Legislative Aide; Paralegal; and Executive Director. Except for the first position, the appellant did not provide the number of hours worked per week, and as such, the remaining positions could not be quantified. Official records indicate that the appellant was hired as a provisional Client Service Representative on September 11, 2017, and the next day was promoted to provisional Program Development Specialist, Community Services. She served in that title until April 6, 2021, when she was promoted to provisional Program Specialist 2. Agency Services found that

none of the appellant's experience was acceptable and she was found to be lacking two years of required experience.

On appeal, the appellant states that she should be eligible as she has applicable experience since 2017, and she provides duties that she has performed since that time.

CONCLUSION

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. *N.J.A.C.* 4A:4-2.1(g) indicates that the Civil Service Commission can accept clarifying information in eligibility appeals.

A review of the appellant's application reveals that Agency Service's initial rejection of the appellant to the subject examination was correct. In this regard, the duties that the appellant listed on her application were:

Communicate with public regarding the program. Calculate qualification of applicants for both Home Improvement Program and American Dream Program. On site review of HOME projects calculations. Maintain all database and files for the Home Improvement Program. Responsible for both phone lines and both email address dedicated to the program.

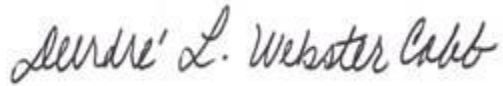
This description does not specify how the primary focus of the position was planning, monitoring, coordinating, implementing, modifying and/or evaluating agency programs and services. Nonetheless, on appeal, the appellant clarifies that the position was involved in implementing and monitoring the program Home Improvement Program, and identifying program needs and making changes as needed. For any future positions in which she might be interested, the appellant is cautioned that she should complete her application and provide all requested information. Given this clarification, which establishes the applicability of her experience, it is appropriate to accept that experience, for eligibility purposes only, and admit the appellant to the examination.

ORDER

Therefore, it is ordered that this appeal be granted, and the appellant'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 18TH DAY OF MAY, 2022



Deirdre L. Webster Cobb
Chairperson
Civil Service Commission

Inquiries
and
Correspondence

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

c: Bermari Roig
Ellen Busteed
Division of Agency Services
Records Center