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STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION
OF THE
CIVIL SERVICE COMMISSION

In the Matter of Tiffany Brown and
Christine Granaldi, Family Service
Specialist 1, Family Development
(PS2925K), Department of Human
Services

Examination Appeal

CSC Docket Nos. 2016-959
2016-956

ISSUED: DEC 21 2015

(RE)

Tiffany Brown and Christine Granaldi appeal the determinations of the Division of Agency Services (DAS) which found that they did not meet the minimum experience requirements for the promotional examination for Family Service Specialist 1, Family Development (PS2925K), Department of Human Services. These appeals have been consolidated due to common issues presented by the appellants.

The subject promotional examination announcement was issued with a closing date of June 22, 2015 and was open to employees in the competitive division who had an aggregate of one year of continuous permanent service as of the closing date in the title Family Service Specialist 2, Family Development OR to employees who had an aggregate of one year of continuous permanent service as of the closing date in any competitive title and who met the announced requirements. These requirements included graduation from an accredited college or university with a Bachelor's degree, AND five years of experience in the field of program management, public welfare and/or assistance which involved contacts with lay and professional public and/or the responsibility for the review, drafting and/or interpretation of basic laws and regulations, two years of which shall have been in a supervisory capacity, involving the supervision of staff or the supervision of the public assistance programs administered by local jurisdictions. Candidates who did not possess the required degree could substitute applicable experience on a year for year basis with one year equal to 30 semester hour credits. A Master's degree in Social Work, Sociology, Business Administration or Public Administration could be substituted for one year of non-supervisory experience. The appellants were found

to be ineligible based on a lack of experience. Of the applications received, 19 candidates were admitted, and the examination has not yet been held.

Each of the appellants met the five years of general experience requirement, and were found to be lacking three months and four months of supervisory experience, respectively. On their applications and resume, they list experience in the State titles Field Service Supervisor 1, Family Development, Family Service Specialist 1 and 2, Supervising Family Service Specialist, and Family Service Supervisor 2. Experience in these titles met the general experience requirement. Additionally, the experience in the titles Field Service Supervisor 1, and Supervising Family Service Specialist 2 was accepted for the supervisory experience when the candidates indicated that they supervised.

Ms. Brown was credited with four months of supervisory experience in the title Field Service Supervisor 1, and with one year, five months of supervisory experience in the title Supervising Family Service Specialist 2. As such, she was found to be lacking three months of supervisory experience. On appeal, Ms. Brown argues that she performed supervisory duties of the public assistance programs administered by local jurisdictions in 2005. It is noted that from January 2005 to January 2010 Ms. Brown was a Family Service Specialist 2, which is a non-supervisory title. She provides an in-depth account of her duties and responsibilities in that title. She also refers to supervisory duties performed in her Supervising Family Service Specialist 2 position, for which she received credit.

Ms. Granaldi was credited with one year, eight months of supervisory experience in the title Field Service Supervisor 1, Family Development and she was found to be lacking four months of supervisory experience as of the closing date. Her appeal provides general job descriptions for each of her positions, which generally match the information already provided on her application.

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

CONCLUSION

The appellants were correctly denied admittance to the subject examination since they lacked three months and four months of supervisory experience, respectively. For determining qualifying supervision, performance evaluation authority is a reasonable standard because it is the means by which it can be demonstrated that a supervisor can exercise his or her authority to recommend hiring, firing, and disciplining of subordinate employees. Simply stated, the actual authority and exercise of performance evaluation of subordinate staff is what makes a supervisor a supervisor. See *In the Matter of Alexander Borovskis, et al.* (MSB, decided July 27, 2005). Supervision of staff in the absence of a supervisor is

"acting" work, is of an intermittent nature, and is not on a daily basis. It also has no responsibility for performance evaluations. In addition, the supervisory requirement is for two years of supervision over individuals who are performing professionally in the field of program management, public welfare and/or assistance which involved contacts with lay and professional public and/or the responsibility for the review, drafting and/or interpretation of basic laws and regulations. Supervision over employees engaged in other activities, such as clerical staff, or supervision of clients or students, is not acceptable.

Ms. Brown argues that she was supervising while in the non-supervisory title Family Service Specialist 2. It is noted that she indicated on her application that she was not supervising professional personnel while in this position. Further, a review of the duties that she provided on her application does not support that she was a supervising public assistance programs administered by local jurisdictions. Rather, the primary focus of the position was to perform the work of the Division of Family Development at a local office. On appeal, she states that she was the Case Practice Implementation Specialist in Camden County. However, specialization in a given area, in this instance case practice standards and procedures, is not the same. In other words, administering the program, training others to administer the program, or performing quality control of a program, is not supervision of a program. Ms. Brown's experience as a Family Service Specialist 2 is not acceptable supervisory experience.

Ms. Granaldi provides additional duties for each of her positions. She received credit for supervisory experience in the title Field Service Supervisor 1, Family Development. She claims she was supervising a public assistance program administered by local jurisdiction while in the title Family Service Specialist 2 and with supervision of staff in the title Residential Case Manager/Site Supervisor for Healthcare Commons Counseling. As noted above, Family Service Specialist 2 is not a supervisory title and the appellant indicated on her application that she did not supervise while in this title. Additionally, she was performing the field and office work regarding case management services, not supervising program administered by local jurisdiction. This is not qualifying supervisory experience.

As a Residential Case Manager/Site Supervisor for Healthcare Commons, the appellant indicated that she supervised five professional staff. She listed her duties as providing mental health counseling, managing and organizing client treatment plans, assisting clients and life training, monitoring client medication, assisting clients in acquiring independent living skills, and serving as on-site supervisor for lower level counselors. It is noted that the appellant served in this position prior to obtaining her Bachelor's degree. On appeal, the appellant explained that her supervisory duties included giving appropriate instruction and assignments to clients and "cooperative staff members" to ensure proper case management, and to supervise the preparation of correspondence, technical analysis, reports and

procedures. The appellant's supervisory duties in this position are not sufficiently comprehensive for the level of a supervisor. The appellant did not indicate that she exercised authority over subordinates. Supervisory experience includes responsibility for seeing that tasks assigned to subordinates are efficiently accomplished. It involves independent assignment and distribution of work to employees, with oral or written task instructions, and maintenance of the flow and quality of work within a unit in order to ensure timely and effective fulfillment of objectives. Supervisors are responsible for making available or obtaining materials, supplies, equipment, and/or plans necessary for particular tasks. They provide on-the-job training to subordinates when needed, and make employee evaluations based on their own judgment. The appellant's description of duties does not demonstrate that the appellant performed comprehensive supervisory duties which would make this experience qualifying. Her remaining positions were nonsupervisory. Ms. Granaldi lacks four months of supervisory experience as of the closing date.

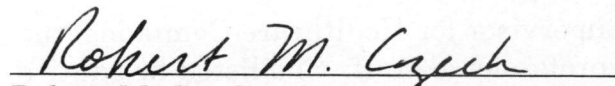
An independent review of all material presented indicates that the decisions of DAS that the appellants did not meet the announced requirements for eligibility by the closing date are amply supported by the record. The appellants provide no basis to disturb these decisions. Thus, the appellants have failed to support their burden of proof in these matters.

ORDER

Therefore, it is ordered that these appeals 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 16th DAY OF DECEMBER, 2015


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1. The first part of the report
describes the general situation
of the country and the
state of the economy.
It also mentions the
main problems of the
country.

2. The second part of the report
describes the situation in the
different regions of the country.
It also mentions the
main problems of the
regions.