

B-38



STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION
OF THE
CIVIL SERVICE COMMISSION

In the Matter of Jessica Mondino,
Senior Program Development
Specialist (Community Service)
(PC0813S), Morris County

Examination Appeal

CSC Docket No. 2015-1787

ISSUED: MAY 11 2015 (SLK)

Jessica Mondino appeals the determination of the Division of Selection Services (Selection Services) that she was below the minimum requirements in experience for the promotional examination for Senior Program Development Specialist (Community Service) (PC0813S), Morris County.

The examination at issue was announced with specific requirements that had to be met as of the July 21, 2014 closing date (see attached). Ms. Mondino was the only employee who applied for the subject examination which was cancelled due to a lack of qualified candidates.

On Ms. Mondino's application, she indicated possession of a Bachelor's degree and that she has provisionally served in the subject title from October 2012 to the July 21, 2014 closing date, as a Senior Adolescent Counselor from April 2009 to August 2012, as an Interim Social Services Worker from December 2011 to April 2012, and as an Adolescent Counselor from November 2007 to March 2009. Personnel records indicate that she has provisionally served in the subject title from December 2012 to the July 21, 2014 closing date and as a Counselor Adolescent Unit from November 2007 to December 2012. Selection Services credited her with a Bachelor's degree and one year and eight months of experience based on her provisional service in the subject title, but determined that her other experience was not applicable. Therefore, it determined that she lacked four months of experience.

On appeal, the appellant presents that she has a Bachelor's degree and that she has been provisionally serving in the subject title for over two years. She also highlights how her job duties in the subject title relate to the examples of work provided in the job description for the title under test. Additionally, Ms. Mondino submits a letter from Laurie Becker, Division Director for the County of Morris, Department of Human Services, Division of Community & Behavioral Health Services, that confirms the appellant's description of her job duties and that she supports her appeal.

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.

Based on her application, Selection Services correctly determined that Ms. Mondino did not meet the required experience as of the July 21, 2014 closing date as she only had one year and eight months of applicable experience based on her provisional service in the subject title. However, the appellant has gained the additional experience to satisfy the experience requirement after the closing date. Moreover, the record evidences that the examination was cancelled due to a lack of qualified candidates. Further, she continues to serve provisionally in the title under test. Therefore, under these circumstances, good cause exists to relax the provisions of *N.J.A.C.* 4A:4-2.6(a) and accept Ms. Mondino's experience after the closing date, for eligibility purposes only, and admit her to the subject examination.

ORDER

Therefore, it is ordered that the appeal be granted, the examination cancellation be rescinded, and the appellant's application be processed.

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 6th DAY OF MAY, 2015

Robert M. Czech
Chairperson
Civil Service Commission

Inquiries
and
Correspondence

Henry Maurer
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: Jessica Mondino
Frank Corrente
Kelly Glenn
Joseph Gambino

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



\$25.00 PROCESSING FEE REQUIRED
Make Check/Money Order Payable to NJCSC

SYMBOL: PC0813S	WEIGHT CODE: *
TITLE: SENIOR PROGRAM DEVELOPMENT SPECIALIST COMMUNITY SERVICE	SALARY: \$38,966.00 - \$58,445.00
ISSUE DATE: July 01, 2014	CLOSING DATE: July 21, 2014
TITLE CODE: 06931/ G8RPR2	JURISDICTION CODE: N14000051
JURISDICTION: MORRIS COUNTY	
DEPARTMENT: HUMAN SERVICES	

**ONLY ON LINE APPLICATIONS
WILL BE ACCEPTED
FOR THIS ANNOUNCEMENT**

Open to employees in the competitive division who have an aggregate of one year of continuous permanent service as of the closing date and are currently serving in the following title(s):

Program Development Specialist Community Service 06930

Or 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 the development of programs designed to solve the socioeconomic needs of residents of the state and/or local communities which shall have included responsibility for the research, negotiation, and/or writing of proposals for community service programs.

Note: Graduation from an accredited college or university with a Master's degree in the field of Human or Social Services may be substituted for one (1) year of the above experience. You must indicate the details of your Master's degree 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.

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. **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