

B-40



In the Matter of Norma Nunez,
Program Development Specialist,
Youth Services (C0674S), Union
County

CSC Docket No. 2015-1861

STATE OF NEW JERSEY
FINAL ADMINISTRATIVE ACTION
OF THE
CIVIL SERVICE COMMISSION

Examination Appeal

ISSUED: MAY 11 2015 (SLK)

Norma Nunez appeals the determination of the Division of Selection Services (Selection Services) which found that she was below the minimum requirements in experience for the open competitive examination for Program Development Specialist, Youth Services (C0674S), Union County.

The open competitive examination was announced with specific requirements that had to be met as of the August 28, 2014 closing date (see attached). A total of 32 individuals applied for the examination and eight were deemed eligible. Personnel records indicate that there is one employee, Ms. Nunez, who is currently serving provisionally in the subject title. Certification OL141675 was issued containing the names of the eight eligibles and its disposition has been received but not yet recorded. The list expires on December 17, 2017.

Ms. Nunez indicated on her application that she was provisionally serving in the subject title from June 2014 to the August 28, 2014 closing date. She also indicated that she possesses a Bachelor's degree. Selection Services credited Ms. Nunez for her Bachelor's degree and three months of experience based on her provisional service in the subject title, but determined that she lacked nine months of experience as she did not include any other experience on her application or include a resume.

On appeal, Ms. Nunez states that she meets the education requirement as she possesses a Bachelor's degree. Additionally, the appellant provides that the subject examination requires one year of the required experience and she maintains

that she has over 14 years of the required experience. Specifically, Ms. Nunez indicates that she has three months of experience in the subject title as of the closing date, eight years of experience as an Individualized Care Coordinator/Intensive In-Home Service Provider for the Jewish Board of Family and Children's Services, five years of experience as a Case Manager for Integrative Case Management Services for the Mental Health Association of Morris County, and two years of experience as a Counselor for the Puerto Rican Family Institute. The appellant also submits her resume which describes her experience in more detail.

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. *N.J.A.C. 4A:4-6.3(b)* provides that the appellant has the burden of proof in examination appeals.

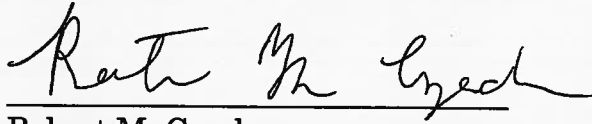
In the instant matter, the requirement for the subject examination is a Bachelor's degree and one year of experience in the development of programs to solve the socioeconomic needs of the youths of the State and/or local communities. As the appellant only listed her Bachelor's degree and three months of provisional service in the subject title on her application and no other experience, Selection Services correctly determined that she lacked nine months of the required experience. On appeal, Ms. Nunez submits a resume and describes 14 years of other experience which was not submitted with her application which she asserts establishes that she meets the experience requirements for the subject examination. However, since this information was not included in her application, it cannot be considered. A significant addition of supplemental information would not be considered clarifying information, which may be allowed, but rather, amended information, which is not permitted after the closing date of an examination under *N.J.A.C. 4A:4-2.1(f)*. See *In the Matter of Annemarie Brahan and Dick Norris* (MSB, decided September 22, 2004). (Training experience not presented on original application was determined to be a significant addition to application and therefore amended, not clarifying, information). Further, there is no basis on which to relax this rule since the list is complete, containing the names of eight eligibles. Therefore, there is no basis to disturb the decision of Selection Services. Accordingly, the appellant has not met her 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 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
PO Box 312
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Attachment

c: Norma Nunez
Norman Albert
Kelly Glenn
Joseph Gambino



Job Announcements

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printable version

Symbol: C0674S

Title: PROGRAM DEVELOPMENT SPECIALIST YOUTH SERVICES

Issue Date: 08/07/2014

Closing Date: 08/28/2014

Jurisdiction: UNION COUNTY

Salary: \$48,625.00 - \$72,935.00 Per Year

Num. of Positions: 1

Workweek: 35 Hours per week

Application Fee: \$25.00

OPEN TO RESIDENTS OF:
Union County

REQUIREMENTS:

EDUCATION: Possession of a Bachelor's degree from an accredited college or university.

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

EXPERIENCE: One (1) year of experience in the development of programs designed to solve the socioeconomic needs of the youths of the state and/or local communities, which shall have included responsibility for the research, negotiation, and/or writing of proposals for youth service programs.

NOTE: Possession of a Master's degree from an accredited college or university with concentration in the field of human or social services may be substituted for the above experience. If you are substituting education for 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: 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.state.nj.us 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) or their claim is approved by DMAVA at least 8 days prior to the issuance of the eligibility list. Please note this reduced fee does not apply to Public Safety titles.