



STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION
OF THE
CIVIL SERVICE COMMISSION

In the Matter of Marcia Black,
Vocational Rehabilitation Counselor
2 (PS2789K), Ancora Psychiatric
Hospital

Examination Appeal

CSC Docket No. 2018-459

ISSUED: **OCT 19 2017** (SLK)

Marcia Black appeals the determination of the Division of Agency Services (Agency Services) that she was below the minimum requirements in education for the promotional examination for Vocational Rehabilitation Counselor 2 (PS2789K), Ancora Psychiatric Hospital.

The examination at issue was announced with specific requirements that had to be met as of the March 21, 2017 closing date (see attached). A total of seven employees applied and three were deemed ineligible. A review of agency records indicates that there are currently two employees, including the appellant, who were provisionally appointed to the subject title.

On her application, the appellant indicated that she has a Master's degree in Social Work. Additionally, she indicated that she was provisionally serving in the subject title from May 2016 to the March 21, 2017 closing date, a Social Worker 1 from November 2009 to May 2016, and held various other social and rehabilitation services positions in State service and the private sector. Agency Services credited her with having met the general education requirement and the experience requirement, but determined that she lacked one graduate course in theories and techniques of counseling.

On appeal, the appellant presents that she has a Master's degree in Social Work and submits her transcript.

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.

Initially, Agency Services correctly determined that the appellant met the general education and experience requirements, but lacked a graduate course in theories and techniques of counseling as a review of her transcript from her Master's degree program does not clearly indicate that she completed such a course. However, a review of the appellant's application and resume indicates that she has a Master's degree in Social Work and provided social and rehabilitation services throughout her career. Therefore, the Commission is satisfied that Ms. Black's education and her experience warrants her admission to the subject examination. Additionally, there are currently two employees serving provisionally in the subject title and only three names on the list. Further, the appellant continues to serve provisionally in the subject title. Therefore, under these circumstances, good cause exists to relax the provisions of *N.J.A.C.* 4A:4-2.6(a) and admit her to the subject examination.

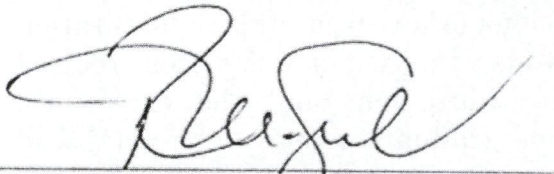
This determination is limited to the instant matter and does not provide precedent in any other matter.

ORDER

Therefore, it is ordered that the appeal be granted, and Marcia Black'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 OCTOBER, 2017

A handwritten signature in black ink, appearing to read "R. Czedo", is written over a horizontal line.

Robert M. Czedo, Chairperson
Civil Service Commission

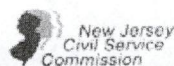
Inquiries
and
Correspondence

Christopher S. Myers
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: Marcia Black
Alfred Filippini
Kelly Glenn
Records Center

NEW JERSEY CIVIL SERVICE COMMISSION-STATE SERVICE
PROMOTIONAL ANNOUNCEMENT



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

SYMBOL: PS2789K

WEIGHT CODE: *

TITLE: VOCATIONAL REHABILITATION COUNSELOR 2

SALARY: \$56,408.00 - \$80,019.00

ISSUE DATE: March 01, 2017

CLOSING DATE: March 21, 2017

TITLE CODE: 65263/07RXR5

CLASS CODE: 23

DEPARTMENT: HSHA/HUMAN SERVICES

UNIT SCOPE: K350 Ancora Psychiatric Hospital

**APPLICATIONS MAY BE OBTAINED
 FROM AND MUST BE RETURNED TO:**

**Visit www.state.nj.us/csc
 And select "Job Announcements"
 to view this announcement and to file an application**

Open to employees in the non-competitive division who are currently serving in a title to which the announcement is open and have an aggregate of one year of continuous permanent service as of the closing date in the following title(s), and meet the requirements listed below:

Vocational Rehabilitation Counselor 1

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 who meet the requirements listed:

Education: Graduation from an accredited college or university with a Master's degree in Rehabilitation Counseling, Education, Social Work, Counseling, Special Education, School Guidance or Psychology and successful completion of one (1) graduate course in Theories and Techniques of Counseling. You must indicate the details of your Master's degree on your application. Applicants must provide proof of the supplemental credit requirement by attaching to your application a transcript. (Foreign degrees/ transcripts must be evaluated by a recognized evaluation service.) Failure to do so will result in rejection from the examination process.

Note: A current and valid certification as a Certified Rehabilitation Counselor issued by the Commission on Rehabilitation Counselor Certification may be substituted for the Master's degree. If you are substituting the certification for the education requirement, you must submit proof of the certification must be submitted with your application. Failure to do so will result in rejection from the examination process.

Experience: Two (2) years of experience in vocational/rehabilitation guidance or counseling, or social or medical casework in a rehabilitation agency, facility or other social program designed to increase the employability of persons with disabilities.

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 the department and unit scope, and satisfying the permanent status requirement.
2. ONLY ON-LINE APPLICATIONS WILL BE ACCEPTED. 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- and part-time permanent employees. If an employment list results from this announcement, it may be certified to fill full-time and part-time positions. If 35- and 40-hour positions are used within the unit scope, 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 Department of Military and Veterans Affairs (DMAVA) (as defined by N.J.S.A. 11A:5-1 et seq.). Those claiming Veterans 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 this eligibility list. PLEASE NOTE THIS REDUCED FEE DOES NOT APPLY TO PUBLIC SAFETY TITLES.
6. **SPECIAL NOTE TO ALL APPLICANTS** Please make sure you are assigned to the unit scope indicated above. If you do not know your unit scope assignment, please contact your Human Resource Office. If you file an application for this announcement and you are not assigned to the unit scope indicated above, YOU WILL BE FOUND INELIGIBLE FOR THIS EXAM AND YOUR APPLICATION FEE WILL NOT BE REFUNDED.
7. 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 regular business hours on the closing date will not change the application filing deadline so PLEASE FILE EARLY.

8. Application fees submitted via personal check or money order must be postmarked within **five (5) business days** of submitting your application. If your fee is postmarked after five (5) business days, or is returned as invalid, you will be declared ineligible and denied admittance to the examination process.

DPF-256A * Revised 07/06

