



STATE OF NEW JERSEY

FINAL ADMINISTRATIVE
ACTION OF THE
CIVIL SERVICE COMMISSION

In the Matter of Sharyn Walz,
Supervising Program Support
Specialist Assistance Programs
(PS2959K), Department of Children
and Families

Examination Appeal

CSC Docket No. 2018-59

ISSUED: October 24, 2017 (RE)

Sharyn Walz appeals the determination of the Division of Agency Services which found that she did not meet the experience requirements for the promotional examination for Supervising Program Support Specialist Assistance Programs (PS2959K), Department of Children and Families.

The subject promotional examination was announced with specific requirements that had to be met as of the May 22, 2017 closing date (see attached). There were 18 candidates admitted to the examination, and 12 candidates passed. The list has not yet been certified.

Ms. Walz indicated that she possessed a Bachelor's degree, and a Master's degree in Child Advocacy. As such, she was required to possess three years of experience, two of which should have been a supervisory capacity. She listed seven positions on her application and resume: three positions as a County Services Specialist, Supervising Family Service Specialist 2, Family Service Specialist 1, Family Service Specialist 2, and Family Support Organization, Family Partner. Ms. Walz was credited six years, three months of general experience in her positions as a County Services Specialist, Family Service Specialist 1, and Family Service Specialist 2. She was also credited with one year, five months of supervisory experience in her position as a Supervising Family Service Specialist 2. As such, she was found to be lacking seven months of supervisory experience. On appeal, Ms. Walz argued that she possessed the required education, and had eight months of experience in the County Services Specialist title, and she provided some duties for those positions. She states that she was not transferred into the Program Support Specialist title

series when she began working at the Office of Performance Management and Accountability in January 2016. She states that other employees from local offices perform in the same capacity, but have the title of Program Support Specialist. She also argues that another individual was eligible for the test but has no supervisory experience.

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 appellant possesses one year, five months of supervisory experience in her position as a Supervising Family Service Specialist 2, and she listed no other supervisory experience. Therefore, she lacks seven months of supervisory experience. Also, a review of the record indicates that the individual she names as being inappropriately deemed eligible did not file for the examination. Lastly, if the appellant believes that she is performing work outside of her title, she should request a classification review from the Division of Agency Services.

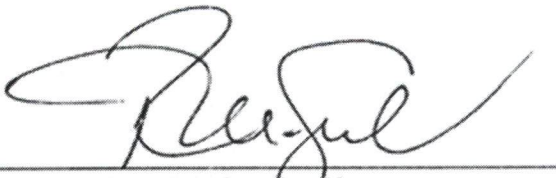
The appellant was denied admittance to the subject examination since she lacked the minimum requirements in experience. An independent review of all material presented indicates that the decision of Agency Services, that the appellant does not meet the announced requirements for eligibility by the closing date, is amply supported by the record. The appellant provides no basis to disturb this decision. Thus, the appellant has failed to support 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
THE 18th DAY OF OCTOBER, 2017

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

Robert M. Czedz, 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: Sharyn Walz
Linda Dobron
Kelly Glenn
Records Center

NEW JERSEY CIVIL SERVICE COMMISSION-STATE SERVICE

PROMOTIONAL ANNOUNCEMENT**\$25.00 PROCESSING FEE REQUIRED**
Make Check/Money Order Payable to NJCSCSYMBOL: **PS2959K**

WEIGHT CODE: *

TITLE: **SUPERVISING PROGRAM SUPPORT SPECIALIST ASSISTANCE PROGRAMS**SALARY: **\$74,252.00 - \$105,891.00**ISSUE DATE: **May 01, 2017**CLOSING DATE: **May 22, 2017**TITLE CODE: **62104D/QIFXR9**CLASS CODE: **29**DEPARTMENT: **CFA/CHILDREN AND FAMILIES**UNIT SCOPE: **CF52 DCP&P Central Office Field Support**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 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):

Program Support Specialist 1 Assistance Programs

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: Four (4) years of experience in a public or private agency having responsibility for analyzing, monitoring, maintaining or implementing social service, economic assistance, community service, sustenance (food), or any other human support/assistance program, two (2) of which shall have been in a supervisory capacity.

Note: A Master's degree in Social Work, Psychology, Education, Public Administration, Business Administration or a related field may be substituted for one (1) year of the required non-supervisory 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.

Note: This announcement may be tested via the Supervisory Test Battery, a computer-administered exam. For information regarding the Supervisory Test Battery, please refer to our website <http://www.state.nj.us/csc/seekers/about/steps/step7.html>.

Corrected 5/9/17

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