

B-10



STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION
OF THE
CIVIL SERVICE COMMISSION

In the Matter of Karon Ross,
Substance Abuse Assistant
(PS1435K), Ancora Psychiatric
Hospital

Examination Appeal

CSC Docket No. 2017-1773

ISSUED: **MAR 24 2017** (SLK)

Karon Ross appeals the determination of the Division of Agency Services (Agency Services) that she was below the minimum requirements in experience for the promotional examination for Substance Abuse Assistant (PS1435K), Ancora Psychiatric Hospital.

The examination at issue was announced with specific requirements that had to be met as of the July 21, 2016 closing date (see attached). A total of seven employees applied for the subject examination and one was deemed eligible. Certification PS170102 was issued containing the name of the one eligible. The list expires on November 23, 2019.

On her application, Ms. Ross indicated that she was provisionally serving in the subject title from January 1998 to the July 21, 2016 closing date. Personnel records indicate that she was provisionally serving in the subject title from December 2015 to the July 21, 2016 closing date, a Human Services Technician from September 1991 to December 2015, and served in various other positions from April 1988 to September 1991. She did not indicate that she possessed an Associate's degree. Agency Services credited her with eight months of experience based on her provisional service in the subject title, but determined that she lacked three years and four months of the required experience.

On appeal, Ms. Ross states that she studied at a university for one year and is a certified drug and alcohol counselor. She indicates that since 2009 she has

worked in the field of addiction. Tricia Giordano, Supervising Substance Abuse Counselor, verifies that Ms. Ross was assigned to the addictions unit in September 2008. Further, Giordano states that due to being assigned to this unit, Ms. Ross was required to complete alcohol and drug counseling courses.

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. *N.J.A.C.* 4A:4-2.6(c) provides that, except when permitted for good cause, applicants for promotional examinations with open-competitive requirements may not use experience gained as a result of out-of-title work to satisfy the requirements for admittance to the examination or for credit in the examination process.

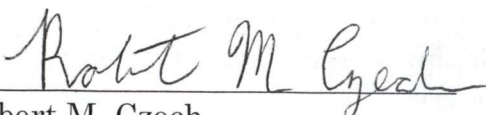
Initially, it is noted that Agency Services correctly determined that the appellant was not eligible for the subject examination. The appellant was credited with four months of experience based on her provisional service in the subject title, but she lacked three years and eight months of the required experience needed to establish eligibility. Any relevant experience the appellant gained as a Human Services Technician would be out-of-title-work. However, the Supervising Substance Abuse Counselor confirmed that Ms. Ross has been working in the Addiction Services department performing the required duties since September 2008. Additionally, the examination was cancelled due to a lack of qualified applicants and the appellant continues to serve provisionally in the title under test. Accordingly, good cause exists to accept the appellant's out-of-title work experience, for eligibility and scoring purposes only, and to admit her to the examination.

ORDER

Therefore, it is ordered that the appeal be granted, and Karon Ross' 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 22nd DAY OF MARCH, 2017



Robert M. Czech
Chairperson
Civil Service Commission

Inquiries
and
Correspondence

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: Karon Ross
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: **PS1435K**

TITLE: **SUBSTANCE ABUSE ASSISTANT**

ISSUE DATE: **July 01, 2016**

TITLE CODE: **63112/G7RXR5**

DEPARTMENT: **HSHA/HUMAN SERVICES**

UNIT SCOPE: **K350 Ancora Psychiatric Hospital**

WEIGHT CODE: *

SALARY: **\$40,777.00 - \$57,368.00**

CLOSING DATE: **July 21, 2016**

CLASS CODE: **15**

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 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: Completion of sixty (60) semester hour credits at an accredited college or university. You must indicate the 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.

Experience: Two (2) years of experience assisting in a counseling program with persons addicted to drugs or alcohol in a narcotic or alcoholic treatment, prevention, and/or rehabilitation program.

Note: Applicants who do not possess the required sixty (60) semester hour credits may substitute additional experience as indicated on the basis of one (1) year for each thirty (30) semester hour credits.

Note: Completion of a Bachelor's degree including or supplemented by thirty (30) semester hour credits in psychology, social work, sociology, rehabilitation, counseling, or any combination thereof may be substituted for the two (2) years of indicated experience and sixty (60) semester hour credits as indicated. 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.

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, including assignment to the department and unit scope, must be met as of the closing date.
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 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.**
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.**

DPF-256A * Revised 03/09