

B-30



STATE OF NEW JERSEY

FINAL ADMINISTRATIVE  
ACTION OF THE  
CIVIL SERVICE COMMISSION

Examination Appeal

In the Matter of Dawn Wroniuk,  
Senior Therapy Program Assistant  
(PS0910K), Department of Human  
Services

CSC Docket No. 2017-703

:  
:  
:  
:  
:  
:  
:  
:  
:  
:  
:  
:  
:

ISSUED: MAR 24 2017 (RE)

Dawn Wroniuk appeals the determination of the Division of Agency Services (DAS) which found that she did not meet the experience requirements for the promotional examination for Senior Therapy Program Assistant (PS0910K), Department of Human Services.

The subject examination announcement was issued with specific requirements which had to be met as of the April 21, 2016 closing date (see attached). A total of seven candidates applied for the examination that resulted in a list of five eligibles with an expiration date of August 31, 2019.

Ms. Wroniuk listed no college credit and one position on her application, Senior Therapy Program Assistant from May 1992 to the April 21, 2016 closing date. Official records indicate a different employment history. These records indicate that she was a provisional in the subject title from January 2016 to the April 2016 closing date. Prior to that she was a Cottage Training Technician, Senior Cottage Training Technician, Cottage Training Technician, Human Services Assistant, and Residential Living Specialist. She did not list these positions separately on her application, rather, she included her entire employment history under her provisional title with one set of duties. As a result, DAS contacted her for clarification and she did not respond. Thus, none of her experience was credited and she was found to be lacking three years of experience.

On appeal, Ms. Wroniuk states that she did not save all of the positions on her application. She states that she has been employed at Vineland Developmental

Center since May 1992 and submits a resume listing each title separately, and providing the number of hours worked per week.

*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. *N.J.A.C.* 4A:4-2.1(f) provides that an application may be amended prior to the announced closing date.

## CONCLUSION

Applicants must demonstrate on their applications that the duties they perform provide them with the experience required for eligibility. *See In the Matter of Charles Klingberg* (MSB, decided August 28, 2001). In order for experience to be considered applicable, it must have as its primary focus full-time responsibilities in the areas required in the announcement. *See In the Matter of Bashkim Vlashi* (MSB, decided June 9, 2004). When an applicant indicates extensive experience in titles established under the State Classification Plan, it is appropriate to utilize the job specifications to determine the primary focus of the duties of incumbents serving in career service titles. In the eligibility screening process, reliance on the job specifications to determine the primary focus of duties for incumbents of a particular title or title series provides a standardized basis on which DAS can compare what an applicant indicates on his or her application to what incumbents in a particular title series generally perform. *See In the Matter of William Moore* (MSB, decided May 10, 2006).

Applicants are required to unambiguously indicate relevant experience on the application. Further, the Announcement and Online Application System User Guide instructions for completing the application state, "You may be declared ineligible or you may not receive proper credit for scoring purposes if you do not properly complete your application. If you held different positions with the same employer, list each position separately. Make sure you give full dates of employment (month/year), indicate whether the job was full or part time, and the number of hours worked per week. ... Since your application may be your only test paper, be sure it is complete and accurate. Failure to complete your application properly may cause you to be declared ineligible, lower your score, or possibly cause you to fail." The guide asks candidates to carefully review the application to ensure that it is complete and accurate before submitting, and states, if supplemental documents are required, they should be uploaded with the application or submitted within five business days of submitting the online application. Page 23 of the on-line application guide tells candidates to carefully review the announcement to see if additional documentation is needed. In order to proceed to the payment section, candidates must certify that their applications are complete and accurate.

The appellant included a resume with her initial appeal submission. On this document, she included titles, duties, and months and years of service, but did not provide all of the requested information for these positions, such the number of hours worked per week, supervisor information, and number of staff supervised. Had the appellant properly completed the application, she may have received credit for four months of experience in her provisional appointment. However, the duties which she initially listed do not match those of the announced experience requirement.

In a supplement to her appeal, the appellant provides a revised resume with duties for each title. Based on this clarifying information, the appellant's provisional position is clearly applicable. The appellant is seeking credit for experience in the titles Cottage Training Technician, Senior Cottage Training Technician, Human Services Assistant, and Residential Living Specialist. As duties, the appellant copied the definition sections of the job specifications, and then added some duties which included some examples of work for each. However, clarification of duties on appeal that appear to mimic the required duties listed on the job specification rather than describe actual responsibilities while serving in a particular position, in the absence of any corroborating information, is not considered acceptable clarification of experience. *See In the Matter of Margaret S. Chann* (MSB, decided November 4, 2004). Thus, that experience will not be accepted. This is a competitive situation, with five admitted candidates, and even if the appellant's experience as a provisional in the subject title were to be accepted, she would still fall short by two years, eight months.

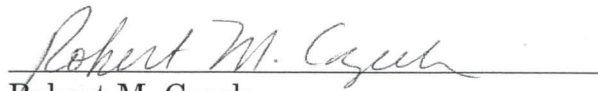
The appellant was denied admittance to the subject examination since she lacked the minimum requirements in experience. An independent review of all material presented indicates that the decision of DAS, that the appellant does not meet the announced requirements for eligibility by the closing date, 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 ON  
THE 22<sup>nd</sup> 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

c: Dawn Wroniuk  
Brenda Baxter  
Kelly Glenn  
Records Center