

B-13



STATE OF NEW JERSEY

In the Matter of Thelma McMullen,  
Social Worker 2, Corrections  
(PS3191I), Department of Corrections

**FINAL ADMINISTRATIVE ACTION  
OF THE  
CIVIL SERVICE COMMISSION**

CSC Docket No. 2017-1666

Examination Appeal

ISSUED: MAY 08 2017 (JET)

Thelma McMullen appeals the determination of the Division of Agency Services (Agency Services) that she did not meet the experience requirement for the promotional examination for Social Worker 2, Corrections (PS3191I), Department of Corrections.

The subject examination was announced with a closing date of July 21, 2016 with specific requirements that had to be met as of the closing date (see attached). It is noted that the examination was cancelled on November 24, 2016, since the appellant, the only applicant, was found ineligible for the examination.

A review of the appellant's application reveals that she possesses a Bachelor's degree and has served provisionally in the subject title from February 2016 to the July 21, 2016 closing date, as a Senior Youth Worker from July 2007 to February 2016, as a Mental Health Counselor from June 2005 to July 2007, and as a Youth Counselor from September 2003 to October 2004. Agency Services found that the appellant met the education requirement and credited her with six months of applicable experience for her provisional service in the subject title. However, it did not credit her with any other applicable experience. Accordingly, Agency Services determined that the appellant lacked six months of applicable experience.

On appeal, the appellant provides clarifying information indicating, among other things, that she is currently performing applicable duties while serving

provisionally in the title under test. Moreover, the appellant contends that she has sufficient experience to qualify her for the examination.

Official personnel records indicate that the appellant continues to serve provisionally in the subject title.

### 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:1-1.2(c) provides that a rule may be relaxed for good cause in a particular situation.

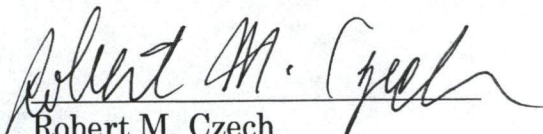
In the present matter, the appellant should be admitted to the subject examination. Although the appellant's experience in her various positions does not precisely mirror the required experience, the appellant continues to serve provisionally in the title under test and the examination was cancelled due to a lack of applicants. Thus, since she has accrued an additional 10 months of experience as a provisional, under these circumstances, good cause exists to relax the provisions of *N.J.A.C.* 4A:4-2.6(a) and accept the appellant's provisional experience after the closing date, for eligibility purposes only, and to admit her to the examination.

### ORDER

Therefore, it is ordered that this appeal be granted, the cancellation of the examination be rescinded and the appellant'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 3<sup>rd</sup> DAY OF MAY, 2017

A handwritten signature in dark ink, appearing to read "Robert M. Czech", is written over a horizontal line.

Robert M. Czech  
Chairperson  
Civil Service Commission



Inquiries  
and  
Correspondence

Director  
Division of Appeals  
& Regulatory Affairs  
Civil Service Commission  
Written Record Appeals Unit  
P.O. Box 312  
Trenton, New Jersey 08625-0312

c: Thelma McMullen  
Elizabeth Whitlock  
Kelly Glenn

NEW JERSEY CIVIL SERVICE COMMISSION-STATE SERVICE  
**PROMOTIONAL ANNOUNCEMENT**



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

SYMBOL: <b>PS31911</b>	WEIGHT CODE: *
TITLE: <b>SOCIAL WORKER 2 CORRECTIONS</b>	SALARY: <b>\$45,053.00 - \$63,538.00</b>
ISSUE DATE: <b>July 01, 2016</b>	CLOSING DATE: <b>July 21, 2016</b>
TITLE CODE: <b>60052D/GIRXR7</b>	CLASS CODE: <b>18</b>
DEPARTMENT: <b>COIR/CORRECTIONS</b>	
UNIT SCOPE: <b>I340 East Jersey State Prison (Rahway)</b>	

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 And select "Job Announcements"  
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**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:** 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, in addition to the required experience indicated below, applicable experience on a year for year basis, with thirty (30) semester hour credits being equal to one (1) year of experience.

**Experience:** One (1) year of experience in social case work which shall have involved having the responsibility for gathering and analyzing social information from clients, the determination of their needs, and the planning and administering of treatment plans geared to the needs of individual clients.

**Note:** A Bachelor's degree in Social Work including or supplemented by a supervised field placement accredited by the Council on Social Work Education may be substituted for above stated education and experience requirements. You must specify the type of degree you have on your application. (Foreign degrees/ transcripts must be evaluated by a recognized evaluation service.) You must also indicate the dates and hours worked per week of the field placement on your application. Failure to do so will result in rejection from the examination process.

**Note:** Possession of a Master's degree in Social Work from an accredited college or university may be substituted for one (1) year of indicated 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.

**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](mailto: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