



## STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION  
OF THE  
CIVIL SERVICE COMMISSION

In the Matter of Kristin Groenhoff,  
Medical Social Work Consultant 1  
(PS2610K), Department of Human  
Services

Examination Appeal

CSC Docket No. 2018-177

ISSUED: SEP 11 2017

(RE)

Kristin Groenhoff appeals the decision of the Division of Agency Services (DAS) that found that she did not meet the experience requirements for the promotional examination for Medical Social Work Consultant 1 (PS2610K), Department of Human Services.

The subject examination announcement was issued with specific requirements that had to be met as of the February 21, 2017 closing date (see attached). There was one admitted candidate, who was appointed in July 2017.

Ms. Groenhoff met the educational requirement and listed seven positions on her application: provisional Medical Social Work Consultant 1, Community Service Officer 3 Addictions from January 2009 to February 2017, Community Service Officer 3 from May 2003 to January 2009, Public Health Representative 3, Senior Youth Worker, Assistant Teacher, and Meal Manager. Official records indicate a similar yet different employment history. These records indicate that the appellant was a Community Service Officer 3 Addictions from October 2005 to April 2016, and a Community Service Officer 2 Addictions from June 2003 to October 2005. In addition, she was a Social Worker 2 for the period of time she indicated she was a Public Health Representative 3, and she was a Youth Worker for the period of time that she indicated she was a Senior Youth Worker. She was credited with more than 10 years of experience in the first three positions for experience in non-hospital medical-social work that included administrative or supervisory duties in medical care administration. Her experience as a Public Health Representative 3 (Social Worker 2) was not accepted as it was not medical-social work. Her experience as a Senior

Youth Worker was not professional experience, and the last two positions are not related to the announced experience requirement. As such, Ms. Groenhoff was found to be lacking two years of medical-social work experience in a hospital or other setting.

On appeal, Ms. Groenhoff clarifies the titles of her positions, and provides a lengthy description of duties. In her clarification, she states that her experience in a hospital setting was at the Arthur Brisbane Child Treatment Center as a Senior Youth Worker. She also states that she was on site at all contracted agencies on her caseload while serving as a Community Service Officer 3 Addictions where she oversaw and evaluated agency operations and client care.

*N.J.A.C. 4A:4-2.6(a)* provides that applicants shall meet all requirements specified in the examination announcement by the closing date.

### CONCLUSION

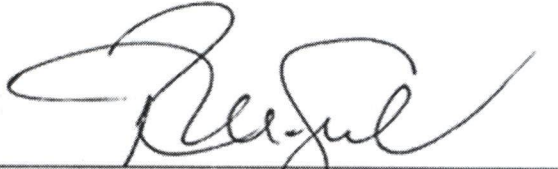
At the outset, it is noted that qualifying experience has the announced experience requirement as the primary focus of the position. The appellant's description of duties does not confirm that she performed medical-social work in a hospital or other setting. Nevertheless, she continues to accrue experience in her provisional position, which she held for 11 months prior to the February 2017 closing date. Further, she accrued over 10 years of experience in medical-social work that included administrative or supervisory duties in medical care administration, and she possesses the required Bachelor's and Master's degrees. Although her experience does not precisely mirror the requirements, the Civil Service Commission (Commission) is satisfied that the totality of her experience as far back as June 2003 warrants her admission to the subject examination. Additionally, the eligible list is exhausted with the appointment of one individual. Based on these circumstances, the Commission will accept the appellant's experience, for eligibility purposes, and admit her to the examination.

### ORDER

Therefore, it is ordered that this appeal be granted, and the appellant's application be processed for prospective employment opportunities.

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 6<sup>th</sup> DAY OF SEPTEMBER, 2017



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Robert M. Czech, 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: Kristin Groenhoff  
Lori Mattozzi  
Kelly Glenn  
Records Center



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



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

SYMBOL: <b>PS2610K</b>	WEIGHT CODE: *
TITLE: <b>MEDICAL SOCIAL WORK CONSULTANT 1</b>	SALARY: <b>\$70,903.00 - \$101,040.00</b>
ISSUE DATE: <b>February 01, 2017</b>	CLOSING DATE: <b>February 21, 2017</b>
TITLE CODE: <b>60176/NORXR2</b>	CLASS CODE: <b>28</b>
DEPARTMENT: <b>HSC/HUMAN SERVICES</b>	
UNIT SCOPE: <b>K825 Catastrophic Illness in Children Relief Fund Commission</b>	

APPLICATIONS MAY BE OBTAINED FROM AND MUST BE RETURNED TO:	Visit <a href="http://www.state.nj.us/csc">www.state.nj.us/csc</a> And select "Job Announcements" to view this announcement and to file an application
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**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):**

**Medical Social Work Consultant 2**

**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 with a Bachelor's degree, supplemented by a Master's degree in social work from an accredited school of social work. 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.

**Experience:** Four (4) years of professional experience in medical-social work, two (2) years of which shall have been in a hospital or other setting; one (1) year of this medical-social work experience shall have included administrative or supervisory duties in medical care administration in a state or large local department of health or welfare operating a public medical care program.

**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](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.**

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