



STATE OF NEW JERSEY

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

In the Matter of Elizabeth Escobar,
Social Services Technician
(PC2159V), Morris County

CSC Docket No. 2018-1080

Examination Appeal

ISSUED: May 24, 2018 (RE)

Elizabeth Escobar appeals the decision of the Division of Agency Services which found that she did not meet the experience requirements for the promotional examination for Social Services Technician (PC2159V), Morris County.

The subject promotional examination had a closing date of August 21, 2017 and was open to employees in the competitive division who had an aggregate of one year of continuous permanent service as of the closing date in any title, and who met the announced requirements of possession of two years of experience in a social service, health or community agency involving gathering social information from clients, identifying their needs, and providing referrals for needed services or, planning and carrying out treatment plans for clients. Applicants who did not possess the required experience could substitute semester hour credits from an accredited college and university on a year for year basis with thirty semester hour credits being equal to one year of experience. The appellant was found to be below the minimum requirements in experience. One candidate appeared on the eligible list, which was certified once, and was removed.

On her application, the appellant indicated that she possessed 33 college credits which can lead to one year, one month of experience per the substitution clause. As such, she needed 11 months of qualifying experience. She listed four positions on her application and resume: Social Service Technician, Clerk 3, Clerk 2, and Dental Assistant. She was credited with two months of experience in the first position, and found to be lacking nine months of required experience.

On appeal, the appellant argues that she should be eligible as she worked as a Clerk 3 responding to hotline referrals, and currently is a provisional in the subject title. She adds that she is currently still attending college, and she provides some of her current duties. She states that she has performed these duties for seven years.

CONCLUSION

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:4-2.6(c) provides in pertinent part that 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, unless good cause is shown for an exception.

The Division of Agency Services correctly determined that the appellant was not eligible for the subject examination as incumbents in the Clerk title series are not assigned the duties of gathering social information from clients, identifying their needs, and providing referrals for needed services or, planning and carrying out treatment plans for clients. The remaining positions were not qualifying since the primary focus of those positions did not match the announced experience requirement. Based on the appeal, the appointing authority was contacted, and it chose not to respond. Nevertheless, the eligible list is exhausted, and the appellant continues to serve in her provisional position. Since the closing date, the appellant has accrued at least nine months of additional experience in her provisional position. As such, good cause exists to relax the provisions of *N.J.A.C.* 4A:4-2.6(a), and accept the appellant's experience after the closing date and admit her to the examination.

ORDER

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

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 23rd DAY OF MAY, 2018



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