



**STATE OF NEW JERSEY**

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

In the Matter of Christine Fleming,  
Instructor Counselor (PS3291K),  
Greystone Park Psychiatric Hospital

CSC Docket No. 2018-2572

Examination Appeal

**ISSUED: JULY 20, 2018**

(SLK)

Christine Fleming 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 Instructor Counselor (PS3291K), Greystone Park Psychiatric Hospital.

The examination at issue was announced with specific requirements that had to be met as of the August 21, 2017 closing date. The education requirement for the examination was a Bachelor's degree. The experience requirements were one year in counseling, teaching and/or guidance in an organized educational program. Applicants who did not possess the required education could substitute additional experience as indicated on a year for year basis with thirty semester hours being equal to one year of experience. A total of 20 employees applied for the subject examination and eight were admitted. The examination was administered on April 26, 2018 which resulted in a list of five eligibles with an expiration date of May 23, 2021. Certification PS180737 was issued containing the names of the five eligibles and its disposition is due September 1, 2018.

Personnel records indicate that the appellant was provisionally serving in the subject title from April 2017 to the August 21, 2017 closing date, an Assistant Supervisor of Recreation from December 2010 to April 2017, a Senior Therapy Program Assistant from December 1999 to December 2010, a Recreation Assistant from July 1988 to December 1999, a Recreation Aide from March 1985 to July 1988 and a Senior Laundry Worker from October 1984 to March 1985. Agency Services

credited the appellant with five months of experience based on her provisional service in the subject title, but determined that, per the substitution clause, she lacked four years and seven months of experience.

On appeal, the appellant indicates that she has been working with patients with mental and physical disabilities for over 33 years. She asserts that she has become skilled in teaching and encouraging patients to help them adapt to daily living and believes that she has at least 18 years of the required experience. Additionally, the appointing authority explains how that the appellant has performed the required duties since she started working as an Assistant Supervisor of Recreation.

### 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.

The Civil Service Commission (Commission) finds that the appellant meets the requirements for the subject examination. Under *N.J.A.C.* 4A:4-2.1(g), the Commission can accept clarifying information in eligibility appeals. However, *N.J.A.C.* 4A:4-2.1(f) provides that an application may only be amended prior to the announced closing date. For example, information submitted on appeal pertaining to duties in a given position that expands or enlarges information previously submitted is considered clarifying and is accepted. However, any documentation indicating work in a setting that was not previously listed on an application or resume cannot be considered after the closing date. Thus, the Commission can only consider information provided on appeal regarding the positions listed on the appellant's original application. *See In the Matter of Diana Begley* (MSB, decided November 17, 2004).

In this matter, the appointing authority clarifies how the appellant performed the required duties as an Assistant Supervisor of Recreation. Further, a review of the Examples of Work for the job specification for this title indicates that incumbents prepare recreational programs to teach clients to use their leisure for the relaxation of body and mind. Further, incumbents provide opportunities for creativity, behavioral outlets, and learning/refining of physical or social skills and participate in a variety of recreational, vocational/pre-vocational activities tailored to the client's needs, capabilities, interests and characteristics. Additionally, incumbents prepare reports for the treatment team or staff reflecting the individual client's progress or regression in the program. Therefore, in the context of the population that the appellant's work served, the appointing authority's clarification of her duties and the aforementioned Examples of Work, the Commission finds that the appellant's service as an Assistant Supervisor of Recreation involved applicable work counseling, teaching and/or providing guidance in an organized educational

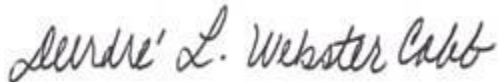
program. Therefore, under these circumstances, the Commission accepts the clarification of the appellant's experience, for eligibility purposes only. This determination is limited to the instant matter and does not provide precedent in any other matter.

### ORDER

Therefore, it is ordered that this appeal be granted and the appellant be scheduled for a make-up examination as soon as possible. If the appellant achieves a passing score, her name should be added to the eligible list 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 18<sup>th</sup> DAY OF JULY, 2018



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