



STATE OF NEW JERSEY

In the Matter of Madonna Hill,
Regional Staff Nurse, Medical
Assistance (S0421U), Statewide

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

CSC Docket No. 2017-1867

Examination Appeal

ISSUED: JULY 20, 2018

(JET)

Madonna Hill appeals the determination of the Division of Agency Services (Agency Services) that he did not meet the experience requirement for the open competitive examination for Regional Staff Nurse, Medical Assistance (S0421U), Statewide.

The subject examination was announced with a closing date of June 15, 2016. The requirements were graduation from an accredited college with a Bachelor's degree including or supplemented by successful completion of a curriculum in an approved school of nursing, and three years of experience as a professional registered nurse, which shall have included clinical nursing, practice in nursing supervision, nursing education, nursing management or public health nursing. It was noted that two additional years of experience as noted above could have been substituted for the Bachelor's degree. It was also noted that foreign transcripts were to be evaluated by a recognized evaluation service and copies of the evaluations were to be uploaded at the time the applications were submitted. Since the appellant did not submit a copy of a transcript from an accredited college, she was required to possess five years of applicable experience pursuant to the substitution clause. A total of 91 applicants applied for the subject examination which resulted in a list of 82 eligibles with an expiration date of December 7, 2019.

On her application and resume, the appellant listed that she possessed a Bachelor's degree in Nursing from the University of Sierra Leone. Since the appellant did not provide an evaluation of her foreign transcript at the time she submitted her application, Agency Services could not credit her for her Bachelor's

degree. Additionally, the appellant indicated that she worked as a Regional Staff Nurse from March 2015 to the June 2016 closing date, as a Nurse at a Nursing and Rehabilitation home from September 2014 to February 2015, as a Certified Home Health Aide from September 2013 to July 2014 and from August 2012 to September 2013, and as a Lecturer from 2000 to 2011. Agency Services credited her with one year and 10 months of experience for her work as a Regional Staff Nurse and as a Nurse at the Nursing Rehabilitation home. However, it did not find any of her other experience applicable. Accordingly, Agency Services determined that the appellant was not eligible for the examination.

On appeal, the appellant asserts, among other things, that she possesses 22 years of experience as a Registered Nurse. Additionally, by letter dated June 22, 2018, she now provides an evaluation of her foreign transcript.

CONCLUSION

N.J.A.C. 4A:4-2.3(b) provides that applicants shall meet all requirements specified in the open competitive examination by the closing date. *N.J.A.C.* 4A:4-2.1(f) provides that examination applications may only be amended prior to the filing date.

In the instant matter, Agency Services correctly determined that the appellant is not eligible for the subject examination. Although the appellant now amends her original application and provides an evaluation of her foreign transcript, *N.J.A.C.* 4A:4-2.1(f) specifically states the application may only be amended prior to the announced closing date. Additionally, the letter she submits on appeal pertaining to the foreign transcript evaluation is dated June 22, 2018, which is more than two years after the June 2016 closing date of the examination. Since the appellant did not provide such information with her initial application, it cannot now be considered. Moreover, there is no basis to relax the provisions of *N.J.A.C.* 4A:4-2.3(b) and *N.J.A.C.* 4A:4-2.1(f) and accept her amended application since the eligible list is complete. It is noted that, even if the appellant's transcript was accepted, she still has not presented any substantive information to show that she possessed three years of applicable experience as noted above. Accordingly, Agency Services correctly determined that the appellant was ineligible for the examination and 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 18th DAY OF JULY, 2018



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