



STATE OF NEW JERSEY

Clarence Philips, Guardianship
Services Specialist 1 (S0881W)

CSC Docket No. 2019-3506

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 : **FINAL ADMINISTRATIVE ACTION**
 : **OF THE**
 : **CIVIL SERVICE COMMISSION**
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 : Examination Appeal
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 : **ISSUED: November 13, 2019** (EG)

Clarence Philips, appeals the determination of the Division of Agency Services (Agency Services) which found that he was below the minimum requirements in experience for the open competitive examination for Guardianship Services Specialist 1 (S0881W).

The subject open competitive examination was announced with pertinent requirements which had to be met as of the announced closing date of August 6, 2018. Specifically, applicants were required to possess a Bachelor’s degree from an accredited college or university. Applicants who did not possess the required education could substitute experience on a year for year basis. The experience requirement was three years of professional experience working in the social service field with the developmentally disabled or as a special education teacher or with elderly individuals. A total of 213 applicants applied for the subject examination and 100 were deemed eligible to take the test which has not yet been scheduled.

A review of the appellant’s application and resume indicates that he possess a Bachelor’s degree. Additionally, it indicates that the appellant has served as a part-time Residential Worker for Legacy Treatment Services from May 2012 through the closing date of the examination, as a Behavioral Support Technician from April 2011 through the closing date of the examination, as a College Training Technician from June 2002 to April 2011, and as a Community Liaison Staff Supervisor for South Brooklyn Community Development Company from February 1993 to November 2002. In reviewing the appellant’s application, Agency Services determined that none of the appellant’s work experience was applicable.

On appeal, the appellant argues he possess the required experience for the subject examination. The appellant asserts that his duties as a Behavior Support Technician at the Woodbine Developmental Center provide him with sufficient work experience. He indicates that individuals served at Woodbine are physically and intellectually disabled, and elderly men. The appellant indicates that his duties include being part of the interdisciplinary team responsible for developing individual habitation plans, providing counseling to individuals experience behavioral and emotional issues, helping to create behavioral support plans and helping to develop intervention strategies.

CONCLUSION

N.J.A.C. 4A:4-2.3(b) provides that applicants shall meet all requirements specified in the open-competitive examination announcement by the closing date. Additionally, *N.J.A.C.* 4A:4-6.3(b) provides that an appellant has the burden of proof in examination and selection disqualification appeals.

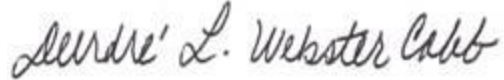
In the instant matter, Agency Services appropriately denied the appellant's eligibility for the subject examination for lacking the required applicable experience based on the information the appellant provided in his application. Under *N.J.A.C.* 4A:4-2.1(g) the Civil Service Commission can accept clarifying information in eligibility appeals. The information the appellant supplied on appeal indicates that the appellant has been performing applicable work duties for over seven years at the time of the closing date. The information provided by the appellant clearly indicates that he has professional experience working in the social service field with the developmentally disabled and with elderly individuals. Therefore, it appears as though the appellant possesses more than the required three years of experience he needed. Given that the examination has not yet been conducted, good cause exists to accept the appellant's clarification of his experience on appeal and admit him to he subject examination.

ORDER

Therefore, it is ordered that the 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 6TH DAY OF NOVEMBER, 2019



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