



Assurance Specialist, Health Services. This is the only position the appellant listed or described on the application she submitted. No supplemental information was submitted before the April 23, 2018 closing date. Consequently, the Division of Agency Services found the appellant lacked three years and 11 months of the required experience and concluded that the appellant was ineligible for the subject promotional examination.

On appeal, the appellant argues that she satisfies the subject requirements. She asserts that, in addition to her experience as a provisional Quality Assurance Specialist, Health Services, she also served as a Habilitation Plan Coordinator since 2012 which included monitoring and evaluating clinical and human service records and programs including allegations of abuse, neglect, and exploitation ensuring the health, safety, and well-being of clients. The appellant indicated that she had previously been found eligible for the Principal Community Program Specialist examination “which had similar requirements.” The appellant argued that “there were significant technical issues with the website” the evening she completed her application and that she submitted a resume and transcript but that her receipt did “not indicate whether or not the document upload was or was not successful.” The appellant argued that in addition to her Bachelor’s degree, she possessed six years of experience in “providing habilitative and social services to developmentally disabled clients.”

## CONCLUSION

*N.J.A.C.* 4A:4-2.6(a) provides that applicants for promotional examinations shall meet all requirements in the promotional examination by the announced closing date, including submitting an application on or before the announced application filing date. Pursuant to *N.J.A.C.* 4A:4-2.1(f), any supplemental information received after the closing date cannot be considered. *N.J.A.C.* 4A:4-6.3(b) provides that, except for medical or psychological disqualification appeals, the appellant shall have the burden of proof.

In the instant matter, the record demonstrates that, as of the April 12, 2018 closing date, the appellant satisfied the educational requirement and possessed one month of applicable experience as a provisional Quality Assurance Specialist, Health Services. This is the only position listed on the appellant’s application. The Commission notes that instructions for completing and submitting online applications and supplemental information are clearly featured in the Online Application User System Guide. Changes to an application or additional information must be mailed to the Civil Service Commission by the announced closing date, in this case April 23, 2018.

Although on appeal the appellant claimed to have experienced “technical difficulties,” none were reported by Agency Services and the Commission notes that

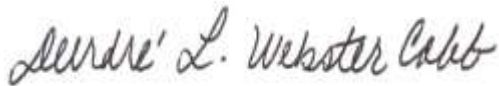
out of the 64 who filed on-line applications, 38 were able to establish their eligibility to sit for the subject promotional examination. The Commission further notes that even if the appellant had provided a description of her experience as a Habilitation Plan Coordinator by the announced closing date, the duties she described did not rise to the level and scope of those required of the subject position. The appellant's additional experience as a School Program Coordinator did not involve any applicable responsibilities. Additionally, on appeal the appellant also argued that she had previously been admitted to an examination for Principal Community Program Specialist examination "which had similar requirements." However, since each examination is announced as a separate entity, an applicant's status for one examination has no bearing on another. Accordingly, the Commission finds that the appellant was correctly deemed ineligible for the subject promotional examination.

### 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 27TH DAY OF SEPTEMBER, 2019




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