



STATE OF NEW JERSEY

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

In the Matter of Renee Caratozzolo,
Vocational Rehabilitation Counselor
2 (PS0746N), Department of Labor
and Workforce Development

Examination Appeal

CSC Docket No. 2020-2342

ISSUED: JULY 2, 2020 (RE)

Renee Caratozzolo appeals the determination of the Division of Agency Services (Agency Services) that she was below minimum requirements in education for the promotional examination for Vocational Rehabilitation Counselor 2 (PS0746N), Department of Labor and Workforce Development.

By way of background, the eligibility requirements for the subject examination included graduation from an accredited college or university with a Master’s degree in rehabilitation counseling, education, social work, counseling, special education, school guidance or psychology, and successful completion of one graduate course in theories and techniques of counseling AND two years of experience in vocational/rehabilitation guidance or counseling, or social or medical casework in a rehabilitation agency, facility or other social program designed to increase the employability of persons with disabilities. This examination was announced with a closing date of October 21, 2019, and the appellant was found to be ineligible as she did not meet the education requirements. The appellant had completed a graduate course in theories and techniques of counseling, but her Master’s degree was in Community Health Education, and thus she did not meet the educational requirements. The examination has 24 eligible candidates and has not yet been held.

In her appeal, the appellant argued that a Master’s degree in Community Health Education *is* a Master’s degree in Education, and she has completed the required course. She indicated that she has performed exceptionally well in her provisional position and meet the announced requirements. The appellant was asked to supply a letter from the Dean of the College or University she attended attesting that a Master’s degree in Community Health Education is equivalent to a Master’s

degree in Education. The appellant supplied a letter from the Dean of Esteves School of Education which stated that the degree from the Master's of Science program in Community Health Education is recognized as a degree in Education for the community setting, and he provided a brief description of the program.

CONCLUSION

N.J.A.C. 4A:4-2.6(a)2 provides that applicants must meet all requirements specified in a promotional examination announcement by the closing date. *N.J.A.C.* 4A:4-2.1(g), states that the Civil Service Commission can accept clarifying information in eligibility appeals.

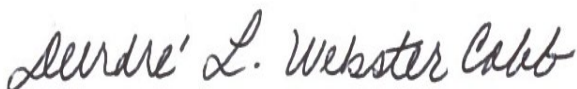
On appeal, the appellant has furnished a letter from a Dean of her college which indicates that her Master's degree in Community Health Education was equivalent to a Master's degree in Education. A Dean is a title used in colleges or universities for a person with significant authority over a specific academic unit, over a specific area of concern, or both. As such, the Dean's opinion is comparable to a Subject Matter Expert, and his or her view is the authority on the matter. Given the judgment of the Dean that a Master's degree in Community Health Education from Esteves School of Education was equivalent to a Master's degree in Education, and as the appellant meets the remaining requirements, the appellant should be admitted to the examination.

ORDER

Therefore, it is ordered that this appeal be granted.

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 1ST DAY OF JULY, 2020



Deirdre L. Webster Cobb
Chairperson
Civil Service Commission

Inquiries
and
Correspondence

Christopher S. Myers
Director
Division of Appeals and Regulatory Affairs
Civil Service Commission
Written Record Appeals Unit
P. O. Box 312
Trenton, New Jersey 08625-0312

c: Renee Caratozzolo
Tennille McCoy
Kelly Glenn
Records Center