

Manager with The Partnership for Children; Youth Developer with the Center for Court Innovation; and Case Developer with the Center for Court Innovation. She was credited with three months of experience for the one position on her application and was found to be lacking two years, nine months of required experience. On her resume she added a position as Behavioral Assistant (Independent Contractor) but did not include hours worked per week. She was found to be lacking two years of applicable experience.

On appeal, the appellant provides other duties for her position as Program Coordinator. She also refers to her “current position” and provides some duties.

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.

In the instant matter, the appellant was found to be lacking two years of qualifying experience as none of her experience had the announced experience requirement as the primary focus. As a Program Coordinator, the appellant supervised youth court staff, participants and volunteers; recruited youth court members and “facilitated” a training course for youth court members; conducted intake assessments for children and families and ensured a high sanction completion rate; organized community projects; tracked quality and compliance; wrote grant proposals and reports, and reported outcomes and compliance; liaised with community partners; made public presentations; oversaw program evaluation, reporting, and office management; and assisted in planning, training and implementing youth programs and services. On appeal, the appellant explains that she prepared reports and documents for human resources, performed “on-boarding” tasks for new employees, trained staff on policies and procedures, trained and communicated the annual evaluation process, created and conducted orientation for new employees and conducted interviews of new hires. While some of this experience relates to the announced requirement, a holistic view of all duties does not establish that technical experience in personnel work was the primary focus of this position. Rather, the focus was program administration of a youth court, and any technical experience in personnel work was ancillary to this goal. Her remaining positions involved working with children and families, and the duties were not technical personnel work.

On a final note, the On-Line Application System User’s Guide cautions applicants to carefully review the application to ensure that it is complete and accurate before submitting, and to complete the application in detail. It states that failure to complete the application properly may cause the applicant to be declared ineligible. The instructions under the experience portion of the applications advise

applicants to provide all employment information (not just current employment information), and if they have multiple positions, they need to make sure that they provide each one separately. The appellant should follow these instructions and properly complete any future applications for examinations. In this instance, the appellant did not provide any information on her provisional position. It is noted that the appellant was provisionally appointed on December 20, 2020 and the closing date was January 21, 2021. Even if she had included this position, she had only two months of experience as of the closing date.

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 22 DAY OF SEPTEMBER, 2021

Deirdre' L. Webster Cobb

Deirdre' L. Webster Cobb
Chairperson
Civil Service Commission

Inquiries
and
Correspondence

Allison Chris 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: Jasmine Harden
Yolanda Mendez
Division of Agency Services
Records Center