



STATE OF NEW JERSEY

In the Matter of Arcadio Alvarado,
Jr., Social Work Supervisor
(PC2024B), Camden County Board of
Social Services

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

CSC Docket No. 2021-1327

Examination Appeal

ISSUED: JANUARY 21, 2022 (ABR)

Arcadio Alvarado, Jr. appeals the determination of the Division of Agency Services (Agency Services), which found that he was below the minimum requirements in experience for the promotional examination for Social Work Supervisor (PC2024B), Camden County Board of Social Services.

The subject examination was open, in part, to applicants serving in the title of Social Worker who possessed a Bachelor’s degree supplemented by a Master’s degree in Social Work, Psychology, Sociology, Guidance and Counseling or other field related to social work or social services and two years of social work experience involving gathering social information from clients, determining their needs, and planning and carrying out treatment plans and/or service plans geared to individual client needs as of the January 21, 2020 closing date. Applicants who did not possess the required Master’s degree could substitute one year of additional applicable experience. The subject eligible list, containing seven names, promulgated on April 29, 2021 and expires on April 28, 2023. Five eligibles presently remain active on the subject eligible list.

On his application, the appellant stated that he attained a Bachelor’s degree, but did not possess a Master’s degree. Therefore, pursuant to the substitution clause, he needed to possess three years of applicable experience for the subject examination. With regard to his experience, he stated, in relevant part, that he served as a Social Worker from May 2017 to the closing date (January 2020); as a Human Services Specialist 2 from January 2011 to May 2017; and as a Senior Community Outreach Specialist with New Jersey Parents for School Choice from May 2005 to June 2006.

Upon review of his application, Agency Services credited the appellant with two years and nine months of applicable experience based upon his service as a Social Worker. However, Agency Services found that his remaining experience did not constitute applicable experience for the subject examination, as there was no indication that the primary focus of his duties in those titles included planning and carrying out treatment or service plans, as required. Consequently, Agency Services deemed him ineligible for the subject examination because he lacked an additional three months of applicable experience.

On appeal, the appellant argues that his experience as a Human Services Specialist 2 and as a Senior Community Outreach Specialist should have been deemed applicable experience for the subject examination. In this regard, the appellant maintains that his Human Services Specialist 2 experience directly correlated to his current Social Worker position because he would use the same interviewing skills to determine client needs, gather social information and then refer them to a One-Stop Career Center or to the case management department to see if the Camden County Board of Social Services could assist with the client's career goals. In particular, he states that he did so to determine clients' eligibility for programs such as Temporary Assistance to Needy Families (TANF), General Assistance (GA), the Supplemental Nutrition Assistance Program (SNAP) and Medicaid benefits. He further indicates that he would then work with clients to get in contact with the proper departments based on their needs, including the Substance Abuse Initiative or completing a domestic violence assessment. As to his experience as a Senior Community Outreach Specialist, the appellant contends that it should have been deemed applicable because many of his responsibilities were similar to his Social Worker position, including going into communities to help parents and children create an education plan. He proffers that he helped create education service plans that students had to follow in order to remain in the program. In addition, he maintains that he helped students find programs that would assist with their mental health. In support, he submits a letter of support from his former supervisor at New Jersey Parents for School Choice, LLC who details his responsibilities as a Community Outreach Specialist.

CONCLUSION

N.J.A.C. 4A:4-2.6(a) provides that applicants must meet all requirements specified in a promotional examination announcement by the closing date. *N.J.A.C.* 4A:4-6.3(b) provides that the appellant has the burden of proof in examination appeals.

In the instant matter, Agency Services correctly determined that the appellant was ineligible for the subject examination because he did not meet the experience requirement as of the January 21, 2020 closing date. In this regard, in order for experience to be considered applicable, it must have as its primary focus full-time

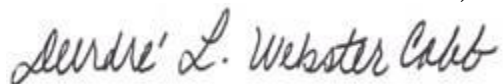
responsibilities in the areas required in the announcement. *See In the Matter of Bashkim Vlashi* (MSB, decided June 9, 2004). Here, per the substitution clause for education, the appellant was required to possess three years of experience social work experience involving gathering social information from clients, determining their needs, and planning *and carrying out* treatment plans and/or service plans geared to individual client needs (emphasis added). The record demonstrates that the appellant was properly credited with two years and nine months of applicable experience based upon his service as a Social Worker. However, there is no indication that the appellant's remaining experience constituted applicable experience for the subject examination. In this regard, there is no indication that the primary focus of his duties as a Human Services Specialist 2 from January 2011 to May 2017; and as a Senior Community Outreach Specialist included *carrying out* treatment plans and/or service plans. Rather, both positions entailed referring clients to services provided by others. Thus, it was properly determined that he did not possess sufficient applicable experience for the subject examination as of the closing date. Accordingly, the appellant has not met his burden of proof and there is no basis to disturb the decision of Agency Services.

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 19TH DAY OF JANUARY, 2022



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