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

Examination Appeal

In the Matter of Lesley Clelland,
Quality Assurance Coordinator
(PS6940H), Department of Health

CSC Docket No. 2022-3308

ISSUED: October 12, 2022 (RE)

Lesley Clelland appeals the decision of the Division of Agency Services (Agency Services) that she did not meet the experience requirements for the promotional examination for Quality Assurance Coordinator (PS6940H), Department of Health.

The subject promotional examination had a closing date of November 22, 2021 and was open to employees in the competitive division who had an aggregate of one year of continuous permanent service as of the closing date in the title Quality Assurance Specialist Health Services, OR to employees in the competitive division who had an aggregate of one year of continuous permanent service as of the closing date in any competitive title and who met the announced requirements. Applicants were required to be licensed in New Jersey as a Registered Professional Nurse, and to possess five years of experience in the monitoring and/or evaluation of clinical or human services records and/or programs in a hospital or other health services facility or in a human services agency. It was noted that graduation from an accredited college or university with a Bachelor's degree, and four years of experience in the monitoring and/or evaluation of clinical or human services records and/or programs in a hospital, or other health services facility or in a human services agency could be substituted for the above license and experience requirements. In addition, a Master's degree in Public Health or a health care related field could be substituted for one year of the indicated experience. The appellant was found to be ineligible based on a lack of experience. Six candidates have been admitted to the examination, which has not yet been held.

On her application, the appellant indicated that she was not a Registered Professional Nurse, and she possessed a Bachelor's degree in Health Science and a Master's degree in Human Services. As her Master's degree was not in a health care-related field, it could not be substituted for one year of required experience. The appellant listed six positions on her application: Program Specialist 3; Court Services Supervisor 2; Court Services Supervisor 1; Program Coordinator; Senior Social Worker; and Project Coordinator. As none of this experience was accepted, she was found to be lacking four years of substitutable experience.

On appeal, the appellant provides the duties of her positions as Program Specialist 3, Program Coordinator, and Project Coordinator. She argues that she has 20 years of experience in program administration, management, implementation and development, as well as management and supervisory experience.

CONCLUSION

N.J.A.C. 4A:4-2.6(a) provides that applicants shall meet all requirements specified in the promotional examination announcement by the closing date.

At the outset, it is noted that qualifying experience has the announced experience as the primary focus. In this case, the qualifying experience is monitoring and/or evaluation of clinical or human services records and/or programs. This is not the same as program administration, management, implementation and development, which are functions of *operating* a program, rather than *monitoring and evaluating* the program. The announced experience requirement should have been the primary focus of the position, rather than an ancillary additional responsibility. Neither does management and supervisory experience meet the requirements. None of the appellant's positions have the announced experience requirement as the primary focus, and the appellant lacks four years of applicable substitutable experience.

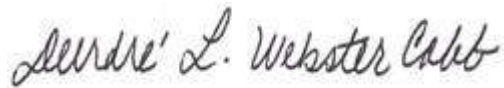
An independent review of all material presented indicates that the decision of Agency Services that the appellant did not meet the announced requirements for eligibility by the closing date is amply supported by the record. The appellant provides no basis to disturb this decision. Thus, the appellant has failed to support her burden of proof in this matter.

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 12TH DAY OF OCTOBER, 2022



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