

STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION
OF THE
CIVIL SERVICE COMMISSION

In the Matter of Teria Keith, Employment Specialist (C0386D), Atlantic County

CSC Docket No. 2022-3172

Examination Appeal

ISSUED: October 12, 2022 (RE)

Teria Keith appeals the determination of the Division of Agency Services (Agency Services) which found that she did not meet the minimum requirements in experience for the open-competitive examination for Employment Specialist (C0386D), Atlantic County.

The subject examination had a closing date of April 21, 2022 and was open to residents of Atlantic County who met the announced requirements. These requirements included, in pertinent part, graduation from an accredited college or university with a Bachelor's degree, and one year of experience in assessing education and training needs and providing referrals for work experience and training services or in providing manpower development and training, job placement, education or vocational counseling, or a combination thereof. The appellant was found to be ineligible based on a lack of experience. There were two candidates on the eligible list who have been appointed.

On her application, the appellant indicated possession of a Bachelor's degree, and she listed the following positions on her application and resume: Human Services Specialist 2; Human Services Specialist 1; Substitute Teacher (part-time, 30 hours per week); HEA Clerk; Clerk (Intake Worker); and, Youth Advocate (part-time, 25 hours per week). None of this experience was accepted, and the appellant was found to be lacking one year of experience.

On appeal to the Civil Service Commission, the appellant argues that she is a provisional appointee in the subject title. Official records indicate that the appellant is serving as a Human Services Specialist 2.

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.

A review of the appellant's duties indicates that the responsibilities set forth in the announcement are not the primary focus of any of the appellant's positions. Specifically, the appellant did not provide manpower development and training, place clients in jobs, provide education, or provide vocational counseling. In order for experience to be 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). The appellant's experience as a Human Services Specialist 1 and 2 involved primarily interviewing clients regarding finances. None of the appellant's positions have the announced experience requirement as the primary focus. The appellant provided no details regarding her provisional position, and official records do not confirm that she was provisionally appointed to the subject title.

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

Devrare' L. Webster Calib

Deirdré L. Webster Cobb

Chairperson

Civil Service Commission

Inquiries Nicholas F. Angiulo

and Director

Correspondence Division of Appeals and Regulatory Affairs

Civil Service Commission Written Record Appeals Unit

P. O. Box 312

Trenton, New Jersey 08625-0312

c: Teria Keith Division of Agency Services Records Center