



**STATE OF NEW JERSEY**

In the Matter of Mazzetta Matthews,  
Human Services Specialist 1  
(C1491D), Hudson County

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

CSC Docket No. 2023-1389

Examination Appeal

**ISSUED: October 11, 2023 (SLK)**

Mazzetta Matthews appeals the determination of the Division of Agency Services (Agency Services) that she did not meet the experience requirements for the open competitive examination for Human Services Specialist 1 (C1491D), Hudson County.

The closing date of the examination was October 21, 2022. The education requirements were 60 college credits. Experience involving any combination of the following could have been substituted for the education requirement on a year-for-year basis with 30 semester hour credits being equal to one year of experience: securing/verifying information and making determinations or recommendations relating to eligibility or qualifications of applicants for loans, insurance, credit, employability, and/or job training services, or entitlement to cash awards, financial benefits or adjustment and settlement of insurance claims; investigations involving the collection of facts and information by observing conditions, examining records, interviewing individuals, and preparing investigative reports of findings; or investigating, establishing, and/or enforcing support obligations in a welfare board or agency, court system, or related agency. A total of 145 candidates applied for the open competitive examination, 100 were admitted to the test, which was administered on February 9, 2023, and 47 were determined eligible. Certification OL230303 was issued containing the names of 44 eligibles and its disposition has not yet been returned. The eligible list expires on March 22, 2026.

On the appellant's application, she indicated that she possessed a high school diploma. Also, the appellant indicated that she was a Clerk for Hudson County Welfare from October 2013 to the examination closing date. Personnel records indicated that she was a Clerk 1 from October 2013 to the examination closing date. Additionally, the appellant indicated on her resume that she was a Security Guard for Carroll Security Agency from 2008 to 2010 and a Security Guard for Sottile Security Service from 2007 to 2008. Agency Services determined, per the substitution clause for education, that the appellant lacked two years of experience.

On appeal, the appellant submits her college transcript which indicates that she possesses 60 college credits. Additionally, the appellant states that she has over 10 years of experience as a Clerk 1, and she asserts that her combination of education and experience should make her eligible for the subject examination. Further, she believes that her substantial experience can effectively substitute for the required educational qualifications. The appellant states that throughout her career, she has accumulated 11 years of hands-on experience in a relevant field, consistently achieving exceptional results and contributing significantly to the success of her employers. She provides that this practical knowledge has equipped her with a comprehensive understanding of the challenges and responsibilities associated with the Human Services Specialist 1 role. The appellant asserts that she is confident that she will excel in this position and make a valuable contribution to the team.

## CONCLUSION

*N.J.A.C.* 4A:2-1.1(b) provides that unless a different time period is stated, an appeal must be filed within 20 days after either the appellant has notice or should reasonable have known of the decision, situation, or action being appealed. *N.J.A.C.* 4A:4-2.1(f) provides that prior to the announced application filing date, an applicant may amend a previously submitted application. *N.J.A.C.* 4A:4-2.3(b)2 provides that applicants shall meet all requirements specified in the open competitive 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.

Initially, it is noted that the appellant's appeal is untimely. This agency advised the appellant in a March 1, 2023, letter, that her appeal was closed. However, it was not until September 21, 2023, that the appellant reached out to this agency requesting that the matter be re-opened and sent to the Civil Service Commission for a final determination, which is well after 20 days from when the appellant had notice that her appeal filed had been closed. See *N.J.A.C.* 4A:2-1.1(b) and *In the Matter of Joe Moody, Jr.* (CSC, decided January 15, 2020).

Regarding the merits, the record demonstrates that Agency Services correctly determined that the appellant did not meet the examination requirements. Specifically, as the appellant did not indicate on her application that she possessed

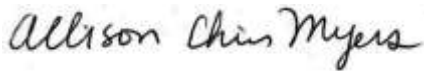
any college credits, she needed two years of applicable experience. In that regard, to substitute one year of experience for 30 college credits, the experience needed to involve, among other things, making eligibility determinations for financial benefits programs or other experience as indicated in the announcement. However, a review of the record indicates that while serving as a Clerk 1 for Hudson County, the appellant performed clerical duties and did not make eligibility determinations for financial benefits programs or perform other applicable experience as required. The fact that appellant has significant work experience both with the appointing authority and in the private sector, even if she performed well in these positions, does not signify that she met the subject examination's experience requirements as this experience was not in the required areas. Further, it is noted that the appellant's college credits cannot be considered since it is considered an amendment to her application because it was not included with her application, which is not permitted under *N.J.A.C. 4A:4-2.1(f)*. Moreover, as the eligible list is complete, there is no cause to relax the above rule.

### 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 11<sup>TH</sup> DAY OF OCTOBER, 2023




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