

In the Matter of Jennifer Napoli,
Social Worker 2 (Corrections) (S0144E),
Department of Corrections
DOP Docket No. 2003-3952
(Merit System Board, decided February 25, 2004)

Jennifer Napoli appeals the determination of the Division of Selection Services which found that she did not meet the experience requirements for the open competitive examination for Social Worker 2 (Corrections) (S0144E), Department of Corrections.

The subject examination was announced with a closing date of February 13, 2003. The requirements were a Bachelor's degree from an accredited college or university and one year of experience in social case work having the responsibility for gathering and analyzing social information from clients, the determination of their needs, and the planning and carrying out of a treatment plan geared to the needs of individual clients. A Bachelor's Degree in Social Work, including or supplemented by a supervised field placement, accredited by the Council on Social Work Education, could be substituted in lieu of the Bachelor's Degree and one year of the indicated experience. Applicants who did not possess the required degree could substitute additional experience as indicated on a year for year basis. A total of 17 applicants applied for the subject qualifying unassembled examination that resulted in an employment roster of 5 eligibles with an expiration date of July 16, 2006.

Ms. Napoli indicated on her application that she was a part-time Waitress/Manager with General Custard's Last Stand from May 1995 to the closing date. From September 1999 to the closing date she was a Substitute Teacher with the Vineland Board of Education. Ms. Napoli possesses a Bachelor's degree in Economics.

On appeal, Ms. Napoli states that she interviewed for the position in the Summer of 2002 and her application, fingerprints, and criminal background were sent to Trenton. However, she states that she did not hear anything from appointing authority, but rather received a letter and application to apply for the subject examination. Ms. Napoli questions the status of her eligibility given that the head of social services for Southern State Prison informed her to take the test.

N.J.A.C. 4A:4-2.3(b)(2) states that applicants shall meet all requirements specified in the examination announcement by the closing date.

CONCLUSION

In the present matter, the record demonstrates that Ms. Napoli is not eligible for the subject examination. Initially, it is noted that applicants must demonstrate on their applications that the duties they perform provide them with the experience required for eligibility. See *In the Matter of Charles Klingberg* (Merit System Board, decided August 28, 2001). On her original application, Ms. Napoli did not detail any experience in social case work. Thus, since applicants for this examination were required to possess at least one year of experience in social case work, Ms. Napoli was not found eligible for the examination. Although the head of social services may have interviewed her, all prospective candidates for State employment are required to be determined eligible for and pass a competitive examination and be certified in order to be considered for permanent employment in the competitive division of the career service. The New Jersey Department of Personnel makes the official determination of eligibility.

A thorough review of all material presented indicates that the determination of the Division of Selection Services, that the appellant did not meet the announced requirements for eligibility by the examination closing date, is supported by the record. Thus, 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.