

B-39



STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION
OF THE
CIVIL SERVICE COMMISSION

In the Matter of Mary Gibson,
Program Coordinator, Drug and
Alcohol Abuse, (PC0101S), Ocean
County

Examination Appeal

CSC Docket Nos. 2014-3038

ISSUED: SEP 05 2014 (SLK)

Mary Gibson appeals the determination of the Division of Selection Services (Selection Services) that she was below the minimum requirements in experience for the promotional examination for Program Coordinator, Drug and Alcohol Abuse, (PC0101S), Ocean County.

The examination at issue was announced with specific requirements that had to be met as of the January 21, 2014 closing date (see attached). Ms. Gibson was the only employee who applied for the subject examination that was cancelled due to a lack of qualified applicants.

Ms. Gibson indicated on her application that she was provisionally serving in the subject title from November 2012 to the January 21, 2014 closing date, a Public Health Practice Standards Partnership Coordinator from June 2005 to November 2012, and a part-time Medical Reserve Corps Coordinator from June 2005 to September 2010. A review of agency records does not indicate her serving in the part-time Medical Reserve Corps Coordinator position. She also possesses a Bachelor's degree. Selection Services credited her with having met the education requirement and having one year and three months of the required experience based on her provisional experience in the subject title, but determined that the remainder of her experience was not applicable. Consequently, Selection Services determined that Ms. Gibson was lacking two years and nine months of the required experience.

On appeal, Ms. Gibson presents that she has worked for the Ocean County Health Department for nine years and that it operates a drug and/or alcohol abuse program through the Alcohol and Drug Unit for Ocean County residents. She indicates that the unit encompasses the County Alcoholism Coordinator, a Substance Abuse Counselor, a Program Monitor, an Intoxicated Driver Resource Center, and the County Municipal Alliance program. She also outlines additional details of the work that she performed in the subject title and explains that as a Public Health Practice Standards Partnership Coordinator she administered the strategic health assessment planning process to identify that substance abuse was a priority problem in Ocean County and that she initiated various substance abuse prevention programs. She also submits attachments which help explain how she is qualified for the subject title.

CONCLUSION

N.J.A.C. 4A:4-2.6(a) provides that applicants shall meet all requirements specified in the promotional announcement by the closing date. Further, *N.J.A.C.* 4A:1-1.2(c) states that the Civil Service Commission (Commission) may relax a rule for good cause in order to effectuate the purposes of Title 11A, New Jersey Statutes.

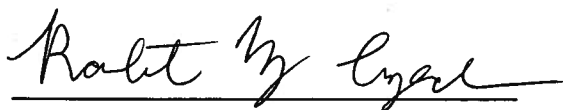
Initially, Selection Services correctly determined that Ms. Gibson did not meet the required experience as of the January 21, 2014 closing date. However, although Ms. Gibson's experience does not precisely mirror the requirements contained in the announcement, the Commission is satisfied that the totality of her varied levels of experience as a Program Coordinator, Drug and Alcohol Abuse and as a Public Health Practice Standards Partnership Coordinator as far back as June 2005 warrants her admission to the subject examination. Additionally, Ms. Gibson continues to serve provisionally in the title under test and the examination was cancelled due to a lack of qualified applicants. Therefore, under these circumstances, good cause exists to relax the provisions of *N.J.A.C.* 4A:4-2.6(a) and accept the totality of Ms. Gibson's experience, including her provisional experience after the closing date, and admit her to the subject examination. Accordingly, admitting the appellant to the subject examination will provide the appointing authority with an eligible list so that it can make a permanent appointment.

ORDER

Therefore, it is ordered that this appeal be granted, and the appellant's application be processed for prospective employment opportunities only.

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 3rd DAY OF SEPTEMBER, 2014



Robert M. Czech
Chairperson
Civil Service Commission

Inquiries
and
Correspondence

Henry Maurer
Director
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Civil Service Commission
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P.O. Box 312
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Attachment

c: Mary Gibson
Victoria Miragliotta
Dan Hill
Joseph Gambino

NEW JERSEY CIVIL SERVICE COMMISSION
COUNTY AND MUNICIPAL GOVERNMENT SERVICES
PROMOTIONAL ANNOUNCEMENT



\$25.00 PROCESSING FEE REQUIRED
Make Check/Money Order Payable to NJCSC

SYMBOL: **PC0101S**

WEIGHT CODE: *

TITLE: **PROGRAM COORDINATOR DRUG AND ALCOHOL ABUSE**

SALARY: **\$19,000.00 - \$55,000.00**

ISSUE DATE: **January 01, 2014**

CLOSING DATE: **January 21, 2014**

TITLE CODE: **05406/ A8RQR2**

JURISDICTION CODE: **T15000800**

JURISDICTION: **OCEAN COUNTY**

DEPARTMENT: **BOARD OF HEALTH**

RETURN COMPLETED APPLICATIONS TO: **ONLY ON LINE APPLICATIONS
WILL BE ACCEPTED
FOR THIS ANNOUNCEMENT**

Open to employees in the competitive division who have an aggregate of one year of continuous permanent service as of the closing date in any competitive title and meet the requirements listed below:

Education: Graduation from an accredited college or university with a Bachelor's degree. You must indicate either possession of a degree or total number of college credits completed to date on your application. (Foreign degrees/transcripts must be evaluated by a recognized evaluation service.) Failure to do so will result in rejection from the examination process.

Applicants who do not possess the required education may substitute experience as indicated below on a year for year basis.

Experience: Four (4) years of administrative experience in an agency operating drug and/or alcohol abuse and/or rehabilitation programs.

Note: A Master's degree in Psychology, Social Work, Sociology, Guidance or Counseling may be substituted for one (1) year of the above experience. You must indicate the details of your Master's degree on your application. (Foreign degrees/transcripts must be evaluated by a recognized evaluation service.) Failure to do so will result in rejection from the examination process.

License: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle rather than employee mobility, is necessary to perform the essential duties of the position. The responsibility for ensuring that employees possess the required motor vehicle license, commensurate with the class and type of vehicles they operate, rests with the Appointing Authority.

NOTE: As of December 1, 2013, applications must be completed and submitted by 4:00 pm on the closing date.

IMPORTANT INFORMATION

1. NJAC 4A:4-2.6 states that all requirements listed must be met as of the closing date, including assignment to jurisdiction/department, and satisfying the permanent status requirement.
2. **YOU MUST COMPLETE YOUR APPLICATION IN DETAIL.** Your score may be based on a comparison of your credentials with the job requirements. Failure to complete your application properly may lower your score or cause you to fail.
3. This examination is open to full-time and part-time permanent employees. If an employment list results from this announcement, it may be certified to fill both full-time and part-time positions. If 35- and 40-hour positions are used within the department, the resulting list may be used to fill either work week position.
4. NJAC 4A:4-1.5 states that any employee who is serving on a provisional basis and who fails to file for and take an examination which has been announced for his/her title **SHALL BE SEPARATED FROM THE PROVISIONAL TITLE.**
5. In accordance with Public Law 2010 c.26, **Veterans pay a reduced application fee of \$15.00** if they have previously established Veterans Preference with the DMAVA (as defined by N.J.S.A. 11A:5-1 et seq.), or your claim is approved by DMAVA at least 8 days prior to the issuance of this eligibility list. **PLEASE NOTE THIS REDUCED FEE DOES NOT APPLY TO PUBLIC SAFETY TITLES.** (i.e. Police, Fire, Corrections and Sheriff).
6. **SAVE ON POSTAGE! GO PAPERLESS! RECEIVE IMMEDIATE CONFIRMATION THAT YOUR APPLICATION HAS BEEN RECEIVED!** You can now file an application for this examination on-line. Visit the Civil Service Commission website at <http://info.csc.state.nj.us/epoa>. Select the promotional announcement and click on the link, "Click Here to file Online" at the top of the announcement. **You can now complete and submit your application and payment on-line to the Civil Service Commission and you will receive an immediate receipt confirmation!**

DPF-256A * Revised 03/09