

B-44



STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION
OF THE
CIVIL SERVICE COMMISSION

In the Matter of Charles Kerley,
Program Coordinator, Drug and
Alcohol Abuse (C0138S), Atlantic
County

Examination Appeal

CSC Docket No. 2014-3259

ISSUED: SEP 05 2014 (SLK)

Charles Kerley appeals the determination of the Division of Selection Services (Selection Services) that he did not meet the experience requirements for the open competitive examination for Program Coordinator, Drug and Alcohol Abuse (C0138S), Atlantic County.

The examination at issue was announced with specific requirements that had to be met as of the February 25, 2014 closing date (see attached). Six individuals applied for the examination that resulted in all the candidates being determined to be ineligible. Consequently, the examination was cancelled due to a lack of qualified applicants.

On Mr. Kerley's application, he indicated that he was provisionally serving in the title under test from January 2014 to the February 25, 2014 closing date, a Substance Abuse Counselor 1 for the State Juvenile Justice Commission from May 2012 to January 2014, a part-time Addictions Counselor for Atlantic Prevention Resources from October 2009 to May 2012, a Staff Assistant 2 for the State Department of Military and Veterans Affairs from August 2005 to May 2012, an International Police Advisor for Dyncorp International/US State from February 2004 to March 2005, an Addictions Case Manager for AtlanticCare Behavioral Health from June 2002 to February 2004, a Patrolman for the Brigantine Police Department from August 1987 to September 2002, and a Steelworker 1/Petty Officer First Class for the United States Navy from June 1979 to March 2002. He also indicated that he possessed a Bachelor's degree. Selection Services credited him with having met the education requirement and with two months of experience

based on his provisional experience in the title under test, but determined that his remaining experience was not applicable as his experience was either in counseling and not administrative work or not in a drug, alcohol, or rehabilitation program. Consequently, it determined that he lacked three years and 10 months of experience.

On appeal, Mr. Kerley clarifies his administrative experience in his prior positions explaining that he planned, developed, and initiated drug and alcohol treatment programs for incarcerated adolescent juvenile offenders as a Substance Abuse Counselor 1 with the Juvenile Justice Commission. He represents that his administrative experience with Atlantic Prevention Resources from 2009 to 2012 included developing and administering its Intensive Outpatient treatment programs which involved working with the State Superior Court Drug program and Intoxicated Driver Resource Center, preparing job specifications, planning staffing requirements, directing the clinical staff overseeing the programs, providing quarterly reports, and inputting data to obtain funding. He asserts that his initial administrative experience came from his position as an Addictions Case Manager with the State Department of Military and Veterans Affairs from 2002 to 2004, where he provided regular assessments to obtain government funding, ensured contract compliance, served as a liaison between government agencies, and coordinated and developed treatment policies and procedures to ensure client continuum of care.

CONCLUSION

N.J.A.C. 4A:4-2.3(b)2 requires applicants to possess all the requirements specified in an announcement for an open competitive examination by the closing date. Under *N.J.A.C.* 4A:4-2.1(g), the Civil Service Commission (Commission) can accept clarifying information in eligibility appeals.

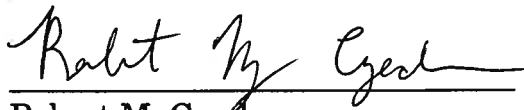
Initially, Selection Services correctly determined that the appellant did not meet the required experience as of the February 25, 2014 closing date as he did not fully explain his administrative experience on his application. However, he has now clarified his experience by providing greater details regarding his administrative responsibilities for several positions listed on his application. Additionally, he 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, the Commission accepts the appellant's clarified administrative experience in a drug, alcohol, or rehabilitation program including his provisional experience as a Program Coordinator, Drug and Alcohol Abuse, as a Substance Abuse Counselor 1, as a Addictions Counselor, and as a Staff Assistant 2 as far back as August 2005 and admits him to the subject examination.

ORDER

Therefore, it is ordered that this appeal be granted, the examination cancellation be rescinded, 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
Division of Appeals and Regulatory Affairs
Civil Service Commission
Written Record Appeals Unit
P.O. Box 312
Trenton, New Jersey 08625-0312**

Attachment

**c: Charles Kerley
Dennis Levinson
Dan Hill
Joseph Gambino**



Job Announcements

Symbol: C0138S Title: **PROGRAM COORDINATOR DRUG AND ALCOHOL ABUSE**

Issue Date: 02/04/2014

Closing Date: 02/25/2014

Jurisdiction: ATLANTIC COUNTY

Salary: \$41,245.00 - \$46,280.00 Per Year

Num. of Positions: 1

Workweek: 40 Hours per week

Application Fee: \$25.00

OPEN TO RESIDENTS OF:

Atlantic County

REQUIREMENTS:

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.

NOTE: Applicants who do not meet the above educational requirement may substitute additional experience as described 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. If you are substituting education for some of the required experience, please submit a copy of your transcript with your application. Failure to do so will result in ineligibility.

Foreign transcripts must be evaluated by a recognized evaluation service. Please submit a copy of your evaluation with your application. Failure to do so will result in ineligibility.

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.

IMPORTANT INFORMATION:

1. NJAC 4A:4-2.3(b) states that all requirements must be met as of the closing date.
2. Online applications must be completed and submitted by the closing date listed above.
3. **You must complete your application in detail.** Your score may be based on a comparison of your background with the job requirements. **Failure to complete your application properly may lower your score or cause you to fail.**
4. If an employment list results from this announcement, it may be certified to fill full-time and part-time positions.
5. If the announcement is open to residents of more than one jurisdiction, the eligible list will be ranked according to that residency sequence. Please click here for additional information.
6. Effective September 1, 2011, the New Jersey First residency law was enacted. Please click here for additional information.
7. In accordance with Public Law 2010 c. 26, Veterans pay a reduced application fee of \$15.00 if they have previously established Veteran's Preference with the DMAVA (as defined by NJSA 11A:5-1 et seq) or their claim is approved by DMAVA at least 8 days prior to the issuance of the eligibility list. Please note this reduced fee does not apply to Public Safety titles.

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