

B-31



STATE OF NEW JERSEY

In the Matter of Samantha Cruz,  
Recreation Supervisor (PM0618T),  
Millville

FINAL ADMINISTRATIVE ACTION  
OF THE  
CIVIL SERVICE COMMISSION

CSC Docket No. 2016-1220

Examination Appeal

ISSUED: DEC 18 2015 (JET)

Samantha Cruz appeals the determination of the Division of Agency Services (Agency Services) that she did not meet the experience requirement for the promotional examination for Recreation Supervisor (PM0618T), Millville.

The promotional examination was announced with specific requirements which had to be satisfied by the April 21, 2015 closing date (see attached). The examination was cancelled on September 28, 2015 as the appellant, the only applicant, was found ineligible for the examination.

The appellant indicated on her application that she was provisionally serving in the title under test from October 2014 to the closing date, April 2015. From April 2013 to October 2014 she was a Recreation Program Coordinator and from April 2012 to April 2013 she was a Recreation Leader. The appellant also indicated on her application that she served as a Keyboarding Clerk 1 from December 2009 to April 2012, and as a Coordinator Clerk with the Rollin' Recreation Program from June 2005 to December 2009. Official personnel records indicate that she served as a Student Assistant from June 2009 to December 2009. The appellant indicated possession of a Bachelor's degree. Agency Services credited the appellant for her education and with seven months of applicable experience for her provisional work in the subject title.

On appeal, the appellant asserts, among other things, that while serving as a Student Assistant, her duties included planning activities, posting flyers, ordering

supplies, and supervising volunteers, and from June 2006 to December 2006, she was responsible for implementing the Rollin' Recreation program and supervising staff. Further, the appellant contends that, while serving as a Keyboarding Clerk 1, her duties consisted of implementing various recreational programs and designing the 2010 recreational calendar. The appellant adds that, in May 2010, she was assigned to inspect the maintenance of playgrounds. Additionally, the appellant explains that, while serving as a Recreation Leader, she was assigned to the Division of Parks of Properties, and her duties included reviewing daily operations, organizing building maintenance, implementing recreation activities, and supervising nine employees. The appellant adds that, while serving as a Recreation Program Coordinator, she assisted with reviewing budgets, and as a result of a severe budget shortfall, she served on a committee that raised \$15,000 for a recreation activity. The appellant states that, while serving provisionally in the subject title, she assisted with implementing an annual fair. She adds that she continues to supervise employees. Moreover, the appellant asserts that she continues to perform applicable duties while serving provisionally in the title under test.

Official personnel records indicate that the appellant continues to serve provisionally in the subject title.

### CONCLUSION

*N.J.A.C.* 4A:4-2.6(a) provides that applicants shall meet all requirements specified in the announcement by the closing date. *N.J.A.C.* 4A:1-1.2(c) provides that a rule may be relaxed for good cause in a particular situation.

In the present matter, the appellant should be admitted to the subject examination. Under *N.J.A.C.* 4A:4-2.1(g), the Civil Service Commission (Commission) can accept clarifying information in eligibility appeals. In this case, the appellant clarified her experience, explaining that her duties since 2009 have included, among other things, supervising employees, reviewing budgets and daily operations, inspecting playgrounds and building maintenance, and implementing recreational programs.

Although the appellant's experience as a Recreation Leader and Recreation Program Coordinator does not precisely mirror the required experience, the Commission is satisfied that the totality of her experience since December 2009 satisfies the required experience. Given that the appellant possesses experience in recreation work involving the planning, promotion, development, and supervision of a recreation program, such experience clearly qualifies her for the examination. In addition, the appellant continues to serve provisionally in the subject title and the examination was cancelled due to a lack of eligible applicants. Under these circumstances, good cause exists to relax the provisions of *N.J.A.C.* 4A:4-2.6(a) and

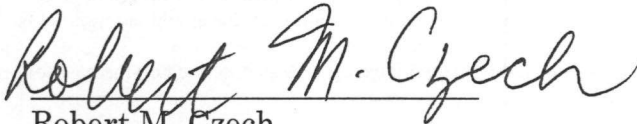
accept the appellant's totality of experience, including her provisional experience after the closing date, for eligibility purposes only, and to admit her to the examination.

**ORDER**

Therefore, it is ordered that this appeal be granted, the cancellation of the examination 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 16<sup>th</sup> DAY OF DECEMBER, 2015



Robert M. Czech  
Chairperson  
Civil Service Commission

Inquiries  
and  
Correspondence

Henry Maurer  
Director  
Division of Appeals  
& Regulatory Affairs  
Civil Service Commission  
Written Record Appeals Unit  
PO Box 312  
Trenton, New Jersey 08625-0312

Attachment

c: Samantha Cruz  
Susan G. Robostello  
Kelly Glenn  
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: <b>PM0618T</b>	WEIGHT CODE: *
TITLE: <b>RECREATION SUPERVISOR</b>	SALARY: <b>\$20,000.00 - \$66,064.89</b>
ISSUE DATE: <b>April 01, 2015</b>	CLOSING DATE: <b>April 21, 2015</b>
TITLE CODE: <b>03020/ PDRFR5</b>	JURISDICTION CODE: <b>C06100002</b>
JURISDICTION: <b>MILLVILLE</b>	
DEPARTMENT: <b>PARKS AND PUBLIC PROPERTY</b>	

Visit [www.state.nj.us/csc](http://www.state.nj.us/csc)  
And select "Job Announcements"  
to view this announcement and to file an application

**Open to employees in the competitive division who have an aggregate of one year of continuous permanent service as of the closing date and are currently serving in the following title(s):**

**Assistant Recreation Supervisor 00682@**

**Or 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/university with a Bachelor's degree. You must specify the type of degree you have. 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.

Note: Applicants who do not meet the educational requirement may substitute additional work experience as described on the basis of one (1) year of such experience being equal to thirty (30) semester hour credits.

Experience: Two (2) years of experience in recreation work involving the planning, promotion, development, and supervision of a recreation program.

Note: A Bachelor's or Master's degree in Recreation or in Park and Recreation Management from an accredited college or university may be substituted for one (1) year of experience. 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.

- 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. **If you are having difficulty submitting your application online, technical support and customer care are available during regular business hours, 8:00 a.m. to 4:00 p.m. EST, Monday - Friday, excluding holidays and emergency closings. Please Email: [OAS.support@csc.state.nj.us](mailto:OAS.support@csc.state.nj.us) or call (609) 292-4144. Please note that application support requests received outside of regular business hours on the closing date will not change the application filing deadline, so PLEASE FILE EARLY.**

DPF-256A \* Revised 03/09