



STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION  
OF THE  
CIVIL SERVICE COMMISSION

In the Matter of LaTrenda Ross,  
Field Representative Senior Citizens  
Program (C0835U), Hudson County

CSC Docket No. 2017-3007

Examination Appeal

ISSUED: OCT 13 2017 (RE)

LaTrenda Ross appeals the determination of the Division of Agency Services which found that she did not meet the experience requirements for the open-competitive examination for Field Representative Senior Citizens Program (C0835U), Hudson County.

The subject examination was announced with specific requirements that had to be met as of the November 15, 2016 closing date (see attached). Two candidates were admitted, the subject list has been certified three times, but no appointments have been made.

On her application, the appellant indicated that she possessed a Bachelor's degree, and she listed 13 positions: 1) Life/Career Coach (part time, 10 hours per week); 2) Senior Community Service Aide (full-time, overlaps with the first position); 3) Senior Community Service Aide; 4) Peer Reviewer (part-time 5 hours per week for two months, overlapped with the third position); 5) Senior Community Service Aide (part time, 20 hours per week, overlapped with the third position); 6) Peer Reviewer (part-time 5 hours per week for three months, overlapped with the third position and the fifth position); 7) Facilitator with Christ hospital (part time 2 hours per week for four months); 8) Peer Reviewer (part-time 5 hours per week for two months, overlapped with the seventh position); 9) Student Assistance/Receptionist (part-time, 20 hours per week); 10) Executive Director of Family Support Organization (full-time); 11) Program Coordinator/Training Instructor with Urban League of Hudson County (full-time); 12) Life Skills with Urban League of Hudson County (full-time, overlaps with positional eleven); and

13) Supervisor/Training Instructor with Urban League of Hudson County (full-time, overlaps with position 12). As none of her experience was accepted, she was found to be lacking one year of experience.

On appeal, the appellant states that she should be eligible as she has an Associate's degree, a Bachelor's degree, more than twenty years of managing and directing non-profit programs, and is a Life/Career Coach. She indicates that she is a Senior Community Service Aide supervising a program to provide eligible applicants with homemaker services, and maintains a caseload of between 20 and 60 clients.

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

### CONCLUSION

In order for experience to be considered applicable, it must have as its primary focus full-time responsibilities in the areas required in the announcement. *See In the Matter of Bashkim Vlashi* (MSB, decided June 9, 2004). As indicated below, the appellant's description of her duties does not have, as the primary focus, experience involving counseling or assisting *senior citizens* with matters involving their welfare.

In her first position as a Senior Community Service Aide, a non-professional title, the appellant worked on a homeless hotline and assisted individuals with housing issues. For the same period of time that she did this work, she concurrently worked as a Life/Career Coach, and in the Homemaker Program. The appellant refers to clients in her position as a Life/Career Coach, but does not identify them as senior citizens. In her second position as a Senior Community Service Aide, the appellant indicated that she was in the homemaker program. This program assists a recipient and family members or caregivers in learning homemaker routine and skills, so the recipient may carry on normal living when the homemaker is not present. These services include meal preparation, laundry services, light housekeeping, essential shopping, and assisting family members and caregivers. While some of these recipients, family members, or caregivers may be senior citizens, the program is for all individuals who want to live independently. This program is also for adult disabled individuals. In her third position as a Senior Community Service Aide, the appellant indicated that she performed receptionist duties. As the primary focus did not involve counseling or assisting senior citizens, these positions are inapplicable.

Her positions as a Peer Reviewer, Facilitator, Student Assistance, Executive Director, Program Coordinator/Training Instructor, and Life Skills are unrelated to the subject experience. In the one position that she worked with exclusively with

seniors, Supervisor/Training Instructor, she was supervising the elderly volunteers who were assisting with childrearing. This was not a matter involving their own welfare.

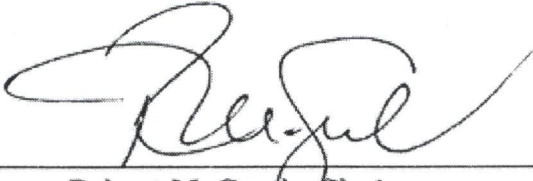
An independent review of all material presented indicates that the decision of the Division of Agency Services, that the appellant did not meet the announced requirements for eligibility by the closing date, is amply supported by the record. The appellant provides no basis to disturb this decision. Thus, the 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.

DECISION RENDERED BY THE  
CIVIL SERVICE COMMISSION  
THE            DAY OF            2017



Robert M. Czedh, Chairperson  
Civil Service Commission

Inquiries  
and  
Correspondence

Christopher S. Myers  
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:    LaTrenda Ross  
      Kelly Glenn  
      Records Center



## Job Announcements

Symbol: C0835U Title: **FIELD REPRESENTATIVE SENIOR CITIZENS PROGRAM**  
 Issue Date: 10/25/2016 Closing 11/15/2016  
 Date:  
 Jurisdiction: HUDSON COUNTY Salary: \$40,384.00 - \$53,273.00 Per  
 Year  
 Num. of Positions: 1 Workweek: 40 Hours per week  
 Application Fee: \$25.00

**OPEN TO RESIDENTS OF:**  
 Hudson County

**REQUIREMENTS:**

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

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

**NOTE:** Applicants who do not meet the above educational requirement may substitute additional work experience as described on a year-for-year basis.

**EXPERIENCE:** One (1) year of experience in work involving counseling or assisting senior citizens with matters involving their welfare.

**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 essential duties of the position.

**Customer Care and Technical Support:** If you are having difficulty submitting your application online, customer care and technical support 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.nj.gov](mailto:OAS.support@csc.nj.gov) or call (609) 292-4144. Please note that application support requests received outside regular business hours on the closing date will not change the application filing deadline so PLEASE FILE EARLY.

**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. Effective September 1, 2011, the New Jersey First residency law was enacted. Please click here for additional information.
6. 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). Those claiming Veteran's Preference but have not yet received approval from DMAVA must pay the full application fee and may request a refund if the claim is approved at least 8 days prior to the issuance of the eligibility list. Please note this reduced fee does not apply to Public Safety titles.
7. Application fees submitted via personal check or money order must be postmarked within **five (5) business** days of submitting your application. If your fee is postmarked after five (5) business days, or is returned as invalid, you will be declared ineligible and denied admittance to the examination process.

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