



STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION  
OF THE  
CIVIL SERVICE COMMISSION

In the Matter of Therese Poole,  
Contract Administrator 2 (PS2845K),  
Department of Children and Families

Examination Appeal

CSC Docket No. 2018-791

ISSUED: **NOV 03 2017** (SLK)

Therese Poole appeals the determination of the Division of Agency Services (Agency Services) that she was below the minimum requirements in experience for the promotional examination for Contract Administrator 2 (PS2845K), Department of Children and Families.

The examination at issue was announced with specific requirements that had to be met as of the April 21, 2017 closing date (see attached). A total of 10 employees applied for the subject examination and 6 were deemed eligible. A review of agency records indicates that there are currently 7 employees, including the appellant, who are serving provisionally in the subject title who are employed in the unit scope to which the examination was announced.

On her application, the appellant indicated that she possessed a Bachelor's degree. Further, personnel records indicate that she was provisionally serving in the subject title from November 2016 to the April 21, 2017 closing date, a Program Support Specialist 2, Assistance Programs from July 2015 to November 2016, and a Habilitation Plan Coordinator from January 2012 to July 2015.<sup>1</sup> Agency Services credited the appellant for her Bachelor's degree and possessing 1 year and 10 months of general experience based on her provisional service in the subject title and her service as a Program Support Specialist 2, Assistance Programs and 6

<sup>1</sup> Ms. Poole's application also indicated that she worked in various positions outside of State service starting in April 2007.

months of specialized experience based on her provisional service. However, it determined that she lacked 1 year and 2 months of general experience and 6 months of specialized experience. It found that her specialized experience as a Program Support Specialist 2, Assistance Programs was out-of-title and her other experience was not applicable.

On appeal, the appellant asserts that since August 2012 as a Habilitation Plan Coordinator she has been performing the required duties. Additionally, Linda Dobron, Executive Director, Office of Human Resources, confirms that the appellant has been performing both the required general and specialized duties since July 2015 as a Program Support Specialist 2, Assistance Programs. Further, Ms. Dobron highlights that the job specification for Habilitation Plan Coordinator includes three contract administrator examples of work.

### 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. *N.J.A.C. 4A:4-2.6(c)* provides that, except when permitted for good cause, applicants for promotional examinations with open-competitive requirements may not use experience gained as a result of out-of-title work to satisfy the requirements for admittance to the examination or for credit in the examination process.

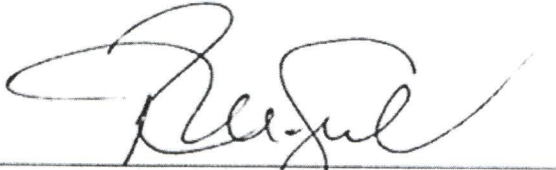
Initially, it is noted that Agency Services correctly determined that the appellant was not eligible for the subject examination. The appellant met the education requirement and possessed 1 year and 10 months of general experience and 6 months of specialized experience, but lacked 1 year and 2 months of general experience and 6 months of specialized experience. On appeal, the appellant asserts that she performed the required duties as a Program Support Specialist 2, Assistance Programs and as a Habilitation Plan Coordinator. However, the appellant's specialized experience as a Program Support Specialist 2, Assistance Programs would be out-of-title work. However, Ms. Dobron confirmed that the appellant performed the required specialized duties as a Program Support Specialist 2, Assistance Programs from July 2015 to November 2016. Additionally, while a Habilitation Plan Coordinator may not primarily perform contract administrator duties, it cannot be ignored that the examples of work for the job specification for Habilitation Plan Coordinator include contract duties. Moreover, there are 7 employees provisionally serving in the announced unit scope and only 6 employees on the eligible list. Accordingly, good cause is established to accept Ms. Poole's Program Support Specialist 2, Assistance Programs out-of-title specialized work experience and her Habilitation Plan Coordinator general work experience, for eligibility purposes only, and admit her to the subject examination.

**ORDER**

Therefore, it is ordered that the appeal be granted and Therese Poole'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 1<sup>st</sup> DAY OF NOVEMBER, 2017



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Robert M. Czedz, Chairperson  
Civil Service Commission

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and  
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Attachment

c: Therese Poole  
Linda Dobron  
Kelly Glenn  
Records Center

SECRET

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