

Advance Housing, Inc. She argues that supportive housing is a mental health program pursuant to *N.J.S.A. 10:37A-1.1 et seq.*, and *N.J.A.C. 10:37A*, Appx B (2017). She provides a Directory of Mental Health Services for the Division of Mental Health and Addiction Services in the Department of Human Services¹, which states that the directory is limited to mental health programs in New Jersey, and includes the contact information for "Supportive Housing" on page 56. She states that at Advance Housing, Inc., the housing and support services programs are separated into different departments, and the housing program facilitates rental agreements and deals with any housing issues of residents. She states that in her position as Program Coordinator for the support services program, she provided mental health services to individuals and supervised staff providing those services. She states that she was the on-call crisis person for the two and a half years that she worked there. In support of this appeal, the supervisor of that program indicates that the appellant was responsible for clinical and administrative oversight of a mental health program during her tenure with Advanced Housing Inc., which at the time was licensed and funded through the Division of Mental Health Services.² She states that the program is a case management service for adults with serious and persistent mental illness, and is based on a psychiatric rehabilitation model. She indicates that the appellant provided supervision, program management, program development, crisis intervention counseling, and grant management.

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. *N.J.A.C. 4A:4-2.1(g)* indicates that the Commission can accept clarifying information in eligibility appeals.

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). The original description provided on her application and resume indicated the duties of managing a program that determined the eligibility and compatibility of mentally ill individuals for supportive housing services, the purpose of the program. As such, it appeared as though she was administering a supportive housing program, not a mental health program. In the supplement to her appeal, Ms. Richter has supported her burden of proof that a supportive housing program is a mental health program. *N.J.S.A. 10:37A-1.1* provides, in pertinent part, that licensed community residences for adults with mental illnesses that are not Health Care facilities include supervised housing and shared supportive housing residences, where

¹ Now in the Department of Health.

² Currently the Division of Mental Health and Addiction Services.

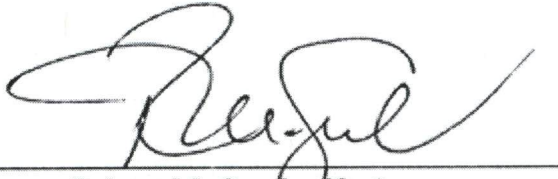
consumers have leases in their own names and providers are required to comply with N.J.A.C. 10:37A-1, 8, 10 and 12, the chapter regarding Licensed Community Residences for Adults with Mental Illnesses. Ms. Richter's supplemental information indicates that she gained experience in the administration of a mental health program in her position as Program Coordinator for Advanced Housing Inc. from April 2005 to October 2007. Based on these circumstances, the Commission will accept the appellant's experience, for eligibility purposes, and admit her to the examination.

ORDER

Therefore, it is ordered that this appeal be granted, the examination cancellation be rescinded, and the appellant's application be processed.

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 1st DAY OF NOVEMBER, 2017



Robert M. Czech, 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: Laura Richter
Steve Marvin
Kelly Glenn
Records Center



Job Announcements

Symbol: C0292V Title: **ASSISTANT MENTAL HEALTH ADMINISTRATOR**

Issue Date: 04/14/2017

Closing Date: 05/05/2017

Date:

Jurisdiction: WARREN COUNTY

Salary: \$48,639.00 - \$75,392.00 Per Year

Num. of Positions: 1

Workweek: 40 Hours per week

Application Fee: \$25.00

OPEN TO RESIDENTS OF:

(1) Warren County; (2) Hunterdon County, Morris County, Sussex County

REQUIREMENTS:

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree in Psychology, Public Administration, Social Work, Public Health, Hospital Administration, or Nursing. Please upload a copy of your transcript with your application. Failure to do so will result in ineligibility.

EXPERIENCE: Three (3) years of experience in the administration of a mental health program.

NOTE: A Master's degree in Psychology, Public Administration, Social Work, Public Health, Hospital Administration, or Nursing from an accredited college or university may be substituted for one (1) year of required experience. If you are substituting a Master's degree for some of the required experience, please upload a copy of your transcript with your application. Failure to do so will result in ineligibility.

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.

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 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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