



STATE OF NEW JERSEY

**FINAL ADMINISTRATIVE ACTION
OF THE
CIVIL SERVICE COMMISSION**

In the Matter of Susan Nekola,
Social Work Supervisor (C0845U),
Hunterdon County

CSC Docket No. 2018-227

Examination Appeal

ISSUED: November 2, 2017 (RE)

Susan Nekola 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 Social Work Supervisor (C0845U), Hunterdon County.

The subject examination was announced with specific requirements that had to be met as of the November 16, 2016 closing date (see attached). A total of five applicants applied for the subject examination that resulted in a list of four eligibles with an expiration date of March 15, 2019. 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 a Master's degree in Social Work degree, with two internships, and she listed six positions: 1) provisional Social Work Supervisor; 2) Site Director with Hunterdon County YMCA (part-time, 18 hours per week, overlaps with the third position); 3) Child Care Staff (part time, 10 hours per week); 4) Site Director with the Greater Cleveland County YMCA (part-time, 20 hours per week); 5) Paralegal; 6) Volunteer Court Appointed Special Advocate (no hours given, no months given, overlaps with the first three positions). Thus, she met the educational requirement. However, as none of her experience was accepted, she was found to be lacking two years of experience.

On appeal, the appellant asked to have her qualifications reevaluated. In support, the Human Resources Director indicates that the appellant was

provisionally appointed, and submits a copy of her resume, transcripts, and employment history.

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). The review of the duties she submitted on her application does not indicate planning and carrying out treatment plans or service plans as a primary focus. As such, it was appropriately not credited. Nevertheless, she clarified her duties on appeal and included this responsibility for her provisional position. Therefore, she should be credited with seven months of experience in her provisional position.

Her remaining positions do not have the applicable social work experience as the primary focus. Internships which are part of degree programs cannot also be counted as experience when an applicant has already received credit for possessing the specified degree, as the appellant received in this case. Additionally, there is no basis on which to credit her provisional experience after the closing date as the examination situation is competitive and it still would not provide her with enough qualifying experience to establish eligibility.

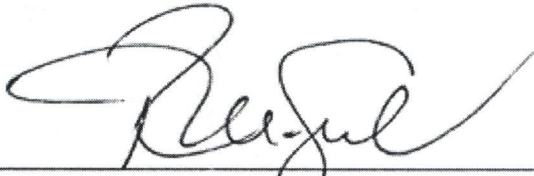
An independent review of all material presented indicates that the decision of the Division of Agency Services, that the appellant did not meet the announced requirements for eligibility by the closing date, is amply supported by the record. The appellant provides no basis to disturb this decision. Thus, 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 1st DAY OF NOVEMBER, 2017



Robert M. Czedo, Chairperson
Civil Service Commission

Inquiries
and
Correspondence

Christopher S. Myers
Director
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Civil Service Commission
Written Record Appeals Unit
P. O. Box 312
Trenton, New Jersey 08625-0312

Attachment

c: Susan Nekola
George Wagner
Kelly Glenn
Records Center



Job Announcements

Symbol: C0845U Title: **SOCIAL WORK SUPERVISOR**

Issue Date: 10/26/2016

Closing 11/16/2016

Date:

Jurisdiction: HUNTERDON COUNTY

Salary: \$38,000.00 - \$42,000.00 Per Year

Num. of Positions: 1

Workweek: 35 Hours per week

Application Fee: \$25.00

OPEN TO RESIDENTS OF:

Hunterdon County

REQUIREMENTS:

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree supplemented by a Master's degree in Social Work, Psychology, Sociology, Guidance and Counseling or other field related to social work or social services. Please upload a copy of your transcripts with your application. Failure to do so will result in ineligibility.

EXPERIENCE: Two (2) years of social work experience involving gathering social information from clients, determining their needs, and planning and carrying out treatment plans and/or service plans geared to individual client needs.

NOTE: Applicants who do not possess the Bachelor's degree may substitute additional experience as indicated on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

NOTE: Applicants who do not possess the required Master's degree may substitute one (1) additional year of experience.

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.

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.

SPECIAL NOTE: This announcement may be tested via the Supervisory Test Battery, a computer-administered exam. For more information regarding the Supervisory Test Battery, please refer to our website www.state.nj.us/csc.

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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