



STATE OF NEW JERSEY

In the Matter of Ericka Campbell-Grimes, Program Specialist 1, Social/Human Services (PS2371K), Department of Human Services

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

CSC Docket No. 2018-58

Examination Appeal

ISSUED: MARCH 29, 2018 (JET)

Ericka Campbell-Grimes appeals the determination of the Division of Agency Services (Agency Services) that she did not meet the experience requirement for the promotional examination for Program Specialist 1, Social/Human Services (PS2371K), Department of Human Services.

The promotional examination for Program Specialist 1, Social/Human Services was announced with specific requirements which had to be satisfied by the January 23, 2017 closing date. The requirements were graduation from an accredited college or university with a Bachelor's degree and one year of experience in planning, monitoring, coordinating, implementing, modifying, and/or evaluating a social or human services program. It was noted that applicants who did not possess the required education could have substituted additional applicable experience on a year for year basis with 30 semester hour credits being equal to one year of experience. Since the appellant did not possess a Bachelor's degree at the time she applied for the examination, she required five years of applicable experience per the substitution clause. The examination was cancelled on April 6, 2017 since the appellant, the only applicant, was found ineligible for the examination.

On her employment application and resume, the appellant indicated that she possessed 24 college credits. Agency Services credited her with nine months of applicable experience for her education. In addition, the appellant listed that she served provisionally in the subject title from March 2014 to the January 23, 2017

closing date, as a Purchasing Assistant from July 2010 to March 2014, as a Senior Clerk Typist from March 2005 to July 2010, as a Clerk Typist from June 2004 to March 2005, and as a Program Coordinator from April 2001 to June 2004. Agency Services credited the appellant with two years and 11 months of applicable experience for her provisional work in the subject title. Although it noted that the appellant performed relevant out-of-title work while serving as a Senior Clerk Typist, Agency Services could not credit the appellant for any out-of-title experience listed on her application and resume. As such, Agency Services determined that the appellant was ineligible for the examination as she lacked one year and two months of applicable experience.

On appeal, the appellant asserts that she possesses sufficient applicable and out-of-title work experience to meet the subject requirements listed in the announcement to qualify her for the examination. In support, the appellant submits a letter from Harry Reyes, Assistant Director, Office of Treatment and Recovery Supports, Division of Mental Health and Addiction Services. Reyes confirms that, while serving as a Senior Clerk Typist, the appellant's duties included assisting in the development of the unit by developing forms for awarding subsidies to high risk individuals, and scheduling meetings to review existing housing programs and providing recommendations. He adds that the appellant's duties included attending meetings with the Director of Licensing and Construction, participating in the development of housing contracts, identifying landlords for projects, and providing guidance to housing awardees. Moreover, Reyes states that the appellant participated in Request for Proposals that were issued for housing providers, where she accompanied the Director on field visits, and assisted with monitoring records to assure that records were properly listed in consumer's charts.

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)2 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, Agency Services correctly determined that the appellant was not eligible for the subject examination. Primarily performing the required duties to establish eligibility for the subject examination would be considered out-of-title work for incumbents in the Senior Clerk Typist title. However, the Assistant Director of the Office of Treatment and Recovery Supports, Division of Mental

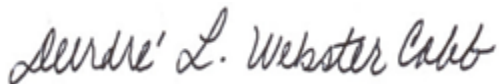
Health and Addiction Services, Department of Human Services, has verified that, while serving as a Senior Clerk Typist from March 2005 to July 2010, the appellant performed the required duties of a Program Specialist 1, Social/Human Services. Further, the appellant continues to serve as a provisional and the examination was cancelled due to lack of applicants. Under these circumstances, good cause exists to accept the appellant's out-of-title work experience for eligibility purposes only, and 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 for Program Specialist 1, Social/Human Services (PS2371K) 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 27th DAY OF MARCH, 2018



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