



Assistant Supervisor Resident Living, Developmental Disability from June 2011 to August 2016, a Head Cottage Training Supervisor January 2011 to June 2011, a Cottage Training Supervisor from March 2005 to January 2011, a Cottage Training Technician from January 2002 to March 2005, and a Human Services Assistant from August 2000 to January 2002. The appellant possesses a Bachelor's degree in Behavioral and Health Services. Agency Services credited the appellant with having a Bachelor's degree and four months of applicable experience based on his provisional service in the subject title, but that the remainder of his experience was not applicable. Therefore, he lacked three years and eight months of applicable experience.

On appeal to the Civil Service Commission (Commission), the appellant outlines the duties he performs in the subject title and his previous titles and included his resume and college transcript. The appellant maintains that in his capacity as a Training Coordinator, he monitored client records and conducted assessments regarding client likes/dislikes to generate objective training programs. He also states that he routinely audited and surveyed daily active treatment programs in the cottages as an Assistant Supervisor of Residential Living. Therefore, the appellant maintains he meets the requirements for the subject examination.

### CONCLUSION

*N.J.A.C.* 4A:4-2.6(a) provides that applicants shall meet all requirements specified in the promotional examination announcement by the closing date. Under *N.J.A.C.* 4A:4-2.1(g), the Commission can accept clarifying information in eligibility appeals. However, *N.J.A.C.* 4A:4-2.1(f) provides that an application may only be amended prior to the announced closing date. For example, information submitted on appeal pertaining to duties in a given position that expands or enlarges information previously submitted is considered clarifying and is accepted. However, any documentation indicating work in a setting that was not previously listed on an application or resume cannot be considered after the closing date. Thus, the Commission can only consider information provided on appeal regarding the positions listed on the appellant's original application. See *In the Matter of Diana Begley* (MSB, decided November 17, 2004).

Initially, it is noted Agency Services correctly determined that the appellant was not eligible for the subject examination, as he did not meet the experience requirements by the November 21, 2016 closing date. Specifically, Agency Services credited the appellant with possessing a Bachelor's degree and four months of experience based on his provisional service in the subject title but determined that he lacked three years and eight months of applicable experience. Although the appellant's experience as an Assistant Supervisor of Residential Living does not precisely mirror the requirements contained in the announcement, the Commission

is satisfied that the totality of his varied levels of experience warrants his admission to the subject examination. Additionally, the subject examination was cancelled and the appellant continues to serve provisionally in the title under test. Accordingly, good cause exists to accept the totality of appellant's experience as an Assistant Supervisor of Residential Living and his provisional experience in the subject title after the closing date, for eligibility purposes only, and to admit him to the examination.

### ORDER

Therefore, it is ordered that this appeal be granted, and MacMillan Hutchinson'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 27th DAY OF MARCH , 2018



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