



**STATE OF NEW JERSEY**

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

In the Matter of Evon Grossberg,  
Program Specialist 3, Human  
Services (S0137V), Statewide

Examination Appeal

CSC Docket No. 2017-3825

**ISSUED: APRIL 2, 2018** (ABR)

Evon Grossberg appeals the determination of the Division of Agency Services (Agency Services), which found that she did not meet the experience requirement for the open competitive examination for Program Specialist 3, Human Services (S0137V), Statewide.

The examination was open to applicants who possessed a Bachelor’s degree and three years of experience in planning, monitoring, coordinating, implementing, modifying and/or evaluating a social or human services program as of the March 8, 2017 closing date. Applicants could substitute possession of a Master’s degree in a Social/Human Services specialty area, Public or Business Administration, Child Advocacy and Policy, or Child Advocacy and Policy with a concentration in Public Child Welfare for one year of the required experience. A total of 177 applicants applied for the subject examination, which resulted in an eligible list of 65 eligibles, which promulgated on October 19, 2017 and expires on October 18, 2020.

On her application, the appellant indicated that she possessed a Master’s degree in Management from Thomas Edison State University. Therefore, pursuant to the substitution clause, she needed to possess two years of the above-noted experience for the subject examination as of the closing date. With regard to her experience, she indicated, in relevant part, that she served as a Training Technician from September 2013 to the closing date of the subject examination (March 2017); as a Human Service Specialist 1 from November 2007 to September 2013; as a Senior Counselor with Tully House from October 2003 to December 2003; and as a Case Manager, Substance Abuse Counselor with the Kintock Group, Inc. from

November 2002 to June 2003. The appellant stated that her duties as a Case Manager, Substance Abuse Counselor included assessing, evaluating and writing reports on inmates for presentations at court hearings; identifying inmate treatment needs; counseling inmates; referring inmates to outside agencies for further consultation and treatment; and assisting inmates with career searches and/or continuing education. Agency Services credited the appellant with one year and one month of applicable experience based upon her service as a Senior Counselor and as a Case Manager, Substance Abuse Counselor. However, Agency Services determined that her service as a Training Technician did not constitute applicable experience for the subject examination because the primary focus of her duties in that title was training, rather than the required experience in planning, monitoring, coordinating, implementing, modifying and/or evaluating a social or human services program. Consequently, she was deemed ineligible for the subject examination because she did not possess an additional 11 months of applicable experience.

On appeal, the appellant argues that her service as a Training Technician and as a Human Services Specialist 1 should also have been deemed applicable experience. She states that her duties as a Training Technician included preparing and conducting training programs; researching and reviewing applicable rules and regulations; and establishing and evaluating procedures to track the progress of participants and the effectiveness of training programs. In support, she submits several documents related to training sessions, including reporting forms which list attendees. The appellant states that her duties as a Human Service Specialist 1 involved ascertaining individuals' eligibility for program services based upon her collection, recording, analysis, research and evaluation of data from applicants. In support, she submits, in relevant part, daily work logs which detail how she allocated her time at work on select dates between January 2010 and May 2010.

## CONCLUSION

*N.J.A.C.* 4A:4-2.3(b)2 provides that applicants must meet all requirements specified in an open competitive examination announcement by the closing date.

As noted above, because the appellant possessed a Master's degree in Management, pursuant to the substitution clause for education, the appellant needed to possess two years of the above-noted experience. At the outset, although Agency Services properly deemed the appellant's three months of experience as a Senior Substance Abuse Counselor to be applicable experience for the subject examination, a review of the record fails to support its conclusion that her experience as a Case Manager, Substance Abuse Counselor was also applicable. 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 announcement for the

subject examination required experience in the planning, monitoring, coordinating, implementing, modifying and/or evaluating an overall *social or human services program*. The primary focus of the appellant's duties as a Case Manager, Substance Abuse Counselor involved working on individualized treatment plans, rather than the required work on an overall social or human services programs. Therefore, it is not considered applicable experience for the subject examination. As to the appellant's arguments regarding her service in the Training Technician and Human Services Specialist 1 titles, there is no indication in the record that either position constituted applicable experience for the subject examination. Specifically, the appellant's service as a Training Technician is not applicable because the primary focus of her duties was staff training, rather than the required high-level social or human services program work noted above. As to the appellant's experience as a Human Services Specialist 1, because the primary focus of her duties in that title involved working on individualized service program eligibility determinations, rather than a social or human services program, as a whole, that experience was properly deemed inapplicable for the subject examination. Accordingly, the appellant has not met her burden of proof and there is no basis to disturb the decision of Agency Services.

### 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 ON  
THE 27<sup>TH</sup> DAY OF MARCH, 2018



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