



**STATE OF NEW JERSEY**

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

In the Matter of Alexis Flores-Whyte,  
Quality Assurance Specialist Health  
Services, Bilingual in Spanish and  
English (PS3175K), Department of  
Health

Examination Appeal

CSC Docket Nos. 2018-1308

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

Alexis Flores-Whyte appeals the determination of the Division of Agency Services (Agency Services) that she did not meet the experience requirements for the promotional examination for Quality Assurance Specialist Health Services, Bilingual in Spanish and English (PS3175K), Department of Health.<sup>1</sup>

The examination at issue was announced with specific requirements that had to be met as of the July 21, 2017 closing date. Per the substitution clause, the education requirement was a Bachelor’s degree and the experience requirements were three years of specialized experience in the field of quality assurance in a mental health, geriatric, health care setting, or human services agency, which includes monitoring and/or evaluation of clinical or human services records and programs, which may include allegations of abuse, neglect, exploitation, or incidents of client abuse or safety and well-being. A total of two employees applied for the subject examination and both were deemed ineligible. Accordingly, the subject examination was cancelled.

A review of personnel records indicate that the appellant was provisionally serving in the subject title from April 2017 to the July 21, 2017 closing date, a Program Support Specialist 3 from June 2015 to April 2017, a Habilitation Plan

<sup>1</sup> At the time of the closing date, the subject examination was open to employees in the Division of Mental Health and Addiction Services, Department of Human Services. However, as part of the State’s reorganization plan, this Division is now part of the Department of Health.

Coordinator from June 2013 to June 2015, a Behavior Support Technician October 2011 to June 2013, and in Family Service Specialist titles from January 2007 to October 2011. Agency Services credited the appellant for her Bachelor's degree and two years and four months of experience based on her provisional service in the subject title and her service as a Habilitation Plan Coordinator, but determined that she lacked eight months of the required experience.

On appeal, the appellant describes her quality assurance experience with the State and asserts that she has over 10 years of the required experience while working for the State.

### **CONCLUSION**

*N.J.A.C.* 4A:4-2.6(a) provides that applicants shall meet all requirements specified in the promotional announcement by the closing date. *N.J.A.C.* 4A:1-1.2(c) states that the Civil Service Commission (Commission) may relax a rule for good cause in order to effectuate the purposes of Title 11A, New Jersey Statutes.

Initially, it is noted that Agency Services correctly determined that the appellant was not eligible for the subject examination as the appellant did not clearly demonstrate on her application that, beyond the two years and four months of experience that she was credited, she possessed the required experience as of the July 21, 2017 closing date. However, the appellant gained the additional eight months of required experience while serving after the closing date and she continues to serve provisionally in the title under test. Additionally, the examination was cancelled due to a lack of qualified applicants. Accordingly, good cause exists to accept the appellant's experience after the closing date, for eligibility purposes only, and to admit her to the examination.

### **ORDER**

Therefore, it is ordered that the 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 ON  
THE 27<sup>th</sup> DAY OF MARCH, 2018



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