

B-27



STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION
OF THE
CIVIL SERVICE COMMISSION

In the Matter of Alyssa Joyce, Social
Worker Health (C0929S), Ocean
County

Examination Appeal

CSC Docket Nos. 2015-2868

ISSUED: JUN 22 2015 (SLK)

Alyssa Joyce appeals the determination of the Division of Agency Services (Agency Services) that she did not meet the experience requirements for the open competitive examination for Social Worker Health (C0929S), Ocean County.

The examination at issue was announced with specific requirements that had to be met as of the December 17, 2014 closing date (see attached). Sixty applicants applied for the examination that resulted in a list of 22 eligibles with an expiration date of April 15, 2018. No certifications have been issued.

Ms. Joyce indicated on her application that she was provisionally serving in the subject title from September 2014 to the December 17, 2014 closing date and that she possesses a Bachelor's degree. Agency Services credited her for her Bachelor's degree and four months of experience based on her provisional service in the subject title. As such, it determined that she lacked eight months of experience.

On appeal, Ms. Joyce submits a resume and indicates that, in addition to her provisional service in the title under test, she was an ABA (Applied Behavior Analysis) Support for Caring Family Community Services from January 2014 to the December 17, 2014 closing date, an ABA Home Therapist for Build N Care Therapy from January 2014 to October 2014, a Life Skills Coach/Therapist for Princeton Child Development Institute from March 2014 to June 2014, a Life Guard/Camp Counselor and Teacher's Assistant for ABC Spectrum Preschool from 2012 to February 2014, an Intern for Arc of Monmouth from September 2013 to December 2013, an Intern for Princeton Child Development Institute from May 2013 to July

2013, a Camp Counselor for the YMCA from 2010 to 2011, and a Party Supervisor for Jungleriffic from 2007 to 2010. The appellant asserts that she has over a year of combined professional experience working directly with children and supporting families. Ms. Joyce presents that her experience includes being a Teacher Assistant in a preschool working with young children, being an ABA Support/Therapist working directly with children from birth to 10 years old in their homes, and her current provisional experience in the subject title. The appellant maintains that her experience includes performing many of the duties listed as examples of work in the job specification for the title under test. Ms. Joyce also submits documentation of all the training that she has received while working provisionally in the subject title.

CONCLUSION

N.J.A.C. 4A:4-2.3(b)2 requires applicants to possess all the requirements specified in an announcement for an open competitive examination by the closing date.

N.J.A.C. 4A:4-2.1(f) provides that an applicant may amend a previously submitted application only prior to the announced closing date.

N.J.A.C. 4A:4-6.3(b) provides that the appellant has the burden of proof in examination appeals.

In the present matter, Agency Services correctly determined that Ms. Joyce was not eligible for the subject examination as she only listed her four months of provisional service in the subject title and did not list her other experience on her application. On appeal, she submits a resume and describes a variety of experiences where she counseled, supported, or acted in a case management role for matters involving children. As such, she argues that she has over one year of combined professional experience working directly with children and supporting families.

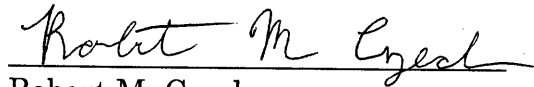
The importance of submitting a properly completed application that includes all of the necessary information cannot be overstated, since a complete application provides the only reliable barometer by which Agency Services can make the initial determination whether to admit or reject an applicant. Agency Services has no other tool to rely on in order to make this important initial assessment in an expeditious, fair and efficient manner. In this case, there is no basis on which to relax *N.J.A.C.* 4A:4-2.1(f) and accept Ms. Joyce's extensive amendment to her application as the list is complete, containing the names of twenty-two eligibles.

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 17th DAY OF JUNE, 2015



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Attachment

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