

B-35



STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION  
OF THE  
CIVIL SERVICE COMMISSION

In the Matter of Paul Vichroski,  
Social Worker 2 (PS8418K), Trenton  
Psychiatric Hospital

CSC Docket No. 2015-2969

Examination Appeal

ISSUED: JUL 16 2015 (SLK)

Paul Vichroski appeals the determination of the Division of Agency Services (Agency Services) that he did not meet the experience requirements for the promotional examination for Social Worker 2 (PS8418K), Trenton Psychiatric Hospital.

The examination at issue was announced with specific requirements that had to be met as of the February 21, 2015 closing date (see attached). A total of five employees applied for the subject examination and one was deemed eligible. Certification PS150678 was issued containing the name of the one eligible who was appointed. The eligible list expires on April 29, 2018.

Mr. Vichroski indicated on his application that he was a Principal Social Service Aide from July 2014 to February 2015, an Assistant Supervisor of Recreation from October 2013 to July 2014, an Assistant Family Service Worker from May 2011 to October 2013, a Senior Youth Worker from December 2004 to May 2011, a Youth Worker from February 2000 to December 2004, a Program Specialist from September 1999 to February 2000, and a Group Home Manager from September 1997 to September 1999. The appellant indicated that he possesses 74 college credits. Agency Services credited the appellant with two years and five months of experience by substituting his education for experience, but determined that none of his experience was applicable. As such, it determined that he lacked two years and seven months of experience.

On appeal, Mr. Vichroski clarifies his experience and states that he has written monthly progress reports for his case load, developed and implemented recreational programs, conducted field visits, developed and maintained community resource files, and sought assistance programs for his clients. As a Principal Social Service Aide, he states that he ensures that clients apply for and receive Social Security Disability and SSI payments and he uses his unique skills set to engage clients with mental illness and/or intellectual disabilities. He also states that he is responsible for providing training to social work staff on the application process for financial entitlements and is the primary person responsible for interfacing with the Social Security Office. Additionally, the appellant submits a letter from Rowland Anyanwu, Field Supervisor, Department of Children and Families, who indicates that the appellant, as an Assistant Family Service Worker from May 2011 to October 2013, assisted its investigators in assessing client problems and needs and identifying plans to meet those specific needs. The appellant also submits a letter from Tyrone Alford, Former Supervisor of Recreation, which indicated that his duties included developing and implementing various programs for youth at the center and was a member of the interdisciplinary team.

### 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.

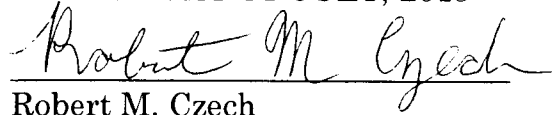
Initially, Agency Services correctly determined that the appellant did not meet the requirements for the subject examination as he did not clearly describe in his application that he was planning treatment plans as a Principal Social Service Aide and an Assistant Family Service Worker. However, in accordance with *N.J.A.C.* 4A:4-2.1(g), the Civil Service Commission (Commission) can accept clarifying information in eligibility appeals. For example, information submitted on appeal pertaining to duties performed in a given position that expands or enlarges on information previously submitted is considered clarifying. Mr. Vichroski clarifies that as a Principal Social Service Aide and an Assistant Family Service Worker, he planned treatment plans by identifying his clients' needs for assistance programs and ensuring that they received assistance. Further, Mr. Anyanwu confirmed that the appellant's primary responsibility as an Assistant Family Service Worker was in the required area and the eligible list has been exhausted. Under these circumstances, good cause exists to accept the clarification of Mr. Vichroski's experience and admit him to the examination.

### ORDER

Therefore, it is ordered that this appeal be granted, and the appellant'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 15<sup>th</sup> DAY OF JULY, 2015



Robert M. Czech  
Chairperson  
Civil Service Commission

Inquiries  
and  
Correspondence

Henry Maurer  
Director  
Division of Appeals  
and Regulatory Affairs  
Civil Service Commission  
Written Record Appeals Unit  
P.O. Box 312  
Trenton, New Jersey 08625-0312

Attachment

c: Paul Vichroski  
Kelly Glenn  
Joseph Gambino

NEW JERSEY CIVIL SERVICE COMMISSION-STATE SERVICE  
**PROMOTIONAL ANNOUNCEMENT**



**\$25.00 PROCESSING FEE REQUIRED**  
**Make Check/Money Order Payable to NJCSC**

SYMBOL: **PS8418K**

WEIGHT CODE: \*

TITLE: **SOCIAL WORKER 2**

SALARY: **\$44,278.00 - \$62,445.00**

ISSUE DATE: **February 01, 2015**

CLOSING DATE: **February 21, 2015**

TITLE CODE: **60052/NIRXR7**

CLASS CODE: **18**

DEPARTMENT: **HSHT/HUMAN SERVICES**

UNIT SCOPE: **K375 Trenton Psychiatric Hospital**

**ONLY ON LINE APPLICATIONS  
 WILL BE ACCEPTED  
 FOR THIS ANNOUNCEMENT**

**Open to employees in the competitive division who have an aggregate of one year of continuous permanent service as of the closing date in any competitive title and meet the requirements listed below:**

**Education:** Graduation from an accredited college or university with a Bachelor's degree. You must indicate either possession of a degree or total number of college credits completed to date on your application. (Foreign degrees/ transcripts must be evaluated by a recognized evaluation service.) Failure to do so will result in rejection from the examination process.

Applicants who do not possess the required education may substitute, in addition to the required experience indicated below, applicable experience on a year for year basis, with thirty (30) semester hour credits being equal to one (1) year of experience.

**Experience:** One (1) year of experience in social case work, which shall have involved the responsibility for gathering and analyzing social information from clients, the determination of their needs, and the planning and administration of treatment plans geared toward the needs of individual clients.

**Note:** A Bachelor's degree in Social Work including or supplemented by a supervised field placement accredited by the Council on Social Work Education may be substituted for the above stated education and experience requirements. You must specify the type of degree you have on your application. (Foreign degrees/ transcripts must be evaluated by a recognized evaluation service.) You must also indicate the dates and hours worked per week of the field placement on your application. Failure to do so will result in rejection from the examination process.

**Note:** Possession of a Master's degree in Social Work from an accredited college or university may be substituted for one (1) year of indicated experience. You must indicate the details of your Master's degree on your application. (Foreign degrees/transcripts must be evaluated by a recognized evaluation service.) Failure to do so will result in rejection from the examination process.

**License:** Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle rather than employee mobility, is necessary to perform the essential duties of the position. The responsibility for ensuring that employees possess the required motor vehicle license, commensurate with the class and type of vehicles they operate, rests with the Appointing Authority.

**IMPORTANT INFORMATION**

1. NJAC 4A:4-2.6 states that all requirements listed, including assignment to the department and unit scope, must be met as of the closing date.
2. **YOU MUST COMPLETE YOUR APPLICATION IN DETAIL.** Your score may be based on a comparison of your credentials with the job requirements. Failure to complete your application properly may lower your score or cause you to fail.
3. This examination is open to full- and part-time permanent employees. If an employment list results from this announcement, it may be certified to fill full-time and part-time positions. If 35- and 40-hour positions are used within the unit scope, the resulting list may be used to fill either work week position.
4. NJAC 4A:4-1.5 states that any employee who is serving on a provisional basis and who fails to file for and take an examination which has been announced for his/her title SHALL BE SEPARATED FROM THE PROVISIONAL TITLE.
5. In accordance with Public Law 2010 c.26, **Veterans pay a reduced application fee of \$15.00** if they have previously established Veterans Preference with the DMAVA (as defined by N.J.S.A. 17A:5-1 et seq.), or your claim is approved by DMAVA at least 8 days prior to the issuance of this eligibility list. **PLEASE NOTE THIS REDUCED FEE DOES NOT APPLY TO PUBLIC SAFETY TITLES.**
6. **SAVE ON POSTAGE! GO PAPERLESS! RECEIVE IMMEDIATE CONFIRMATION THAT YOUR APPLICATION HAS BEEN RECEIVED!** You can now file an application for this examination online. Visit the Civil Service Commission website at <http://info.csc.state.nj.us/epoa>. Select the promotional announcement and click on the link, "Click Here to file Online" at the top of the announcement. **You can now complete and submit your application and payment online to the Civil Service Commission and you will receive an immediate receipt confirmation!**
7. **SPECIAL NOTE TO ALL APPLICANTS** Please make sure you are assigned to the unit scope indicated above. If you do not know your unit scope assignment, please contact your Human Resource Office. If you file an application for this announcement and you are not assigned to the unit scope indicated above, **YOU WILL BE FOUND INELIGIBLE FOR THIS EXAM AND YOUR APPLICATION FEE WILL NOT BE REFUNDED.**

DPP-256-A \* Revised 03/09