

STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION
OF THE
CIVIL SERVICE COMMISSION

In the Matter of Andrea Alvare,
Public Health Planner (C0705T),
Union County

Examination Appeal

CSC Docket No. 2016-2481

ISSUED: **NOV 16 2016** (SLK)

Andrea Alvare appeals the determination of the Division of Agency Services (Agency Services) that she was below the minimum requirements in experience for the open-competitive examination for Public Health Planner (C0705T), Union County.

The examination at issue was announced with specific requirements that had to be met as of the September 29, 2015 closing date (see attached). A total of eight individuals applied for the subject examination and one was deemed eligible. Certification OL160040 was issued containing the name of the one eligible who was removed for not responding to the notice of certification. The list expires on January 6, 2019.

On Ms. Alvare's application, she indicated that she was provisionally serving in the subject title from December 2014 to the September 29, 2015 closing date, a Community Service Aide¹ from December 2013 to December 2014, an Intern from June 2013 to November 2013, and a Legal Secretary for Druckman & Hernandez, PC from October 2004 to November 2013. She also indicated that she possessed a Master's degree in Public Administration. Agency Services credited the appellant for her education and one year and nine months of experience based on her provisional service in the subject title and her service as a Community Service Aide, but determined that she lacked three months of experience.

On appeal, Ms. Alvare states that she currently is serving provisionally in the subject title and began her career as an Intern for the appointing authority

¹ Personnel records indicate that the appellant served as a Community Service Aide from January 2014 to December 2014.

developing the County's All-Hazards Emergency Plan. She represents that she was hired full-time as a Community Service Aide in December 2013 and was provisionally appointed to the subject title in December 2014.

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. Further, *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.

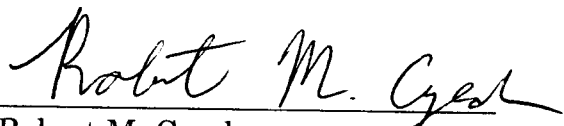
Based on her application, Agency Services correctly determined that Ms. Alvare did not meet the required experience as she only had one year and nine months of applicable experience as of the September 29, 2015 closing date. It is noted that Ms. Alvare's Internship which was part of her Master's degree curriculum cannot be considered in meeting the experience requirement. However, she has gained the additional experience to satisfy the experience requirement after the closing date. Moreover, the record evidences that there are no names remaining on the eligible list. Further, she continues to serve provisionally in the title under test. Therefore, under these circumstances, good cause exists to relax the provisions of *N.J.A.C.* 4A:4-2.3(b)2 and accept Ms. Alvare's experience after the closing date, for eligibility purposes only, and admit her to the subject examination.

ORDER

Therefore, it is ordered that the appeal be granted, and Andrea Alvare'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 10th DAY OF NOVEMBER, 2016



Robert M. Czech
Chairperson
Civil Service Commission

Inquiries
and
Correspondence

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: Andrea Alvare
Michael Yuska
Kelly Glenn
Records Center



Job Announcements

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printable version

Symbol: C0705T

Title: PUBLIC HEALTH PLANNER

Issue Date: 09/08/2015

Closing Date: 09/29/2015

Jurisdiction: UNION COUNTY

Salary: \$64,270.00 - \$96,410.00 Per Year

Num. of Positions: 1

Workweek: 35 Hours per week

Application Fee: \$25.00

OPEN TO RESIDENTS OF:

Union County

REQUIREMENTS:

EDUCATION: Graduation from an accredited college or university with a Master's degree, recognized by the Commission on Higher Education, in Public Health, Business Administration or Public Administration. Please upload a copy of your transcript with your application. Failure to do so will result in ineligibility.

Foreign transcripts must be evaluated by a recognized evaluation service. Please upload a copy of your evaluation with your application. Failure to do so will result in ineligibility.

EXPERIENCE: Two (2) years of experience in the collection and analysis of public health information, including the planning and evaluation of public health plans.

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.

Customer Care and Technical Support: If you are having difficulty submitting your application online, customer care and technical support are available during regular business hours, 8:00 a.m. to 4:00 p.m. EST, Monday - Friday, excluding holidays and emergency closings. Please email: QAS.support@csc.nj.gov or call (609) 292-4144. Please note that application support requests received outside regular business hours on the closing date will not change the application filing deadline so PLEASE FILE EARLY.

IMPORTANT INFORMATION:

1. NJAC 4A:4-2.3(b) states that all requirements must be met as of the closing date.
 2. Online applications must be completed and submitted by the closing date listed above.
 3. **You must complete your application in detail.** Your score may be based on a comparison of your background with the job requirements. **Failure to complete your application properly may lower your score or cause you to fail.**
 4. If an employment list results from this announcement, it may be certified to fill full-time and part-time positions.
 5. Effective September 1, 2011, the New Jersey First residency law was enacted. Please click here for additional information.
 6. In accordance with Public Law 2010 c. 26, Veterans pay a reduced application fee of \$15.00 if they have previously established Veteran's Preference with the DMAVA (as defined by NJSA 11A:5-1 et seq) or their claim is approved by DMAVA at least 8 days prior to the issuance of the eligibility list. Please note this reduced fee does not apply to Public Safety titles.
- Read Description of Job and Specification: **02684**
 - **Click here to apply via the Online Application System**

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