



STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION  
OF THE  
CIVIL SERVICE COMMISSION

In the Matter of Shari Staffin-Cooper,  
Management Specialist (PC1431T),  
Middlesex County

Examination Appeal

CSC Docket No. 2016-2260

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

Shari Staffin-Cooper appeals the determination of the Division of Agency Services (Agency Services) that she was below the minimum requirements in experience for the promotional examination for Management Specialist (PC1431T), Middlesex County.

The examination at issue was announced with specific requirements that had to be met as of the July 21, 2015 closing date (see attached). Three employees applied for the examination and one was deemed eligible. Certification PL151414 was issued containing the name of the one eligible. The eligible list expires on December 23, 2018.

On her application, Ms. Staffin-Cooper indicated that she was a Unit Coordinator from June 1995 to the July 21, 2015 closing date. Personnel records indicate that she was provisionally serving in the subject title from April 2015 to the July 21, 2015 closing date and a Social Worker from June 1995 to April 2015. She also possesses a Bachelor's Degree. Agency Services credited the appellant for her Bachelor's degree, but determined that the appellant lacked the required experience.

On appeal, Ms. Staffin-Cooper indicates that she has been serving as the Case Management Unit Coordinator since June 2012 performing the required duties. Additionally, Les Jones, Director-Health Officer, Middlesex County Department of Public Safety and Dennis Cerami, representing the appointing authority, confirm that the appellant performed the required out-of-title duties

related to administrative practices and procedures, evaluation of quality assurance, control and improvement to ensure that program services are delivered within budgetary analysis since June 2012 due to business necessity.

### 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:4-2.6(c) provides that, except when permitted for good cause, applicants for promotional examinations with open-competitive requirements may not use experience gained as a result of out-of-title work to satisfy the requirements for admittance to the examination or for credit in the examination process.

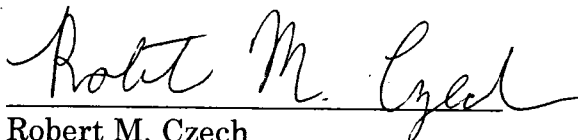
Initially, it is noted that Agency Services correctly determined that the appellant was not eligible for the subject examination. Any relevant experience the appellant gained as a Social Worker would be out-of-title-work. However, Mr. Jones and Mr. Cerami confirm that the appellant performed the required out-of-duties as a Social Worker since June 2012 until being provisionally appointed in the subject title in April 2015 due to business necessity. Additionally, she continues to serve provisionally in the title under test. Further, the examination situation is not competitive as there is only one eligible on the list. Therefore, under these circumstances, good cause exists to relax the provisions of *N.J.A.C.* 4A:4-2.6(a) and accept Ms. Staffin-Cooper's experience after the closing date, as well as her out-of-title work experience, for eligibility purposes only, and admit her to the subject examination.

### ORDER

Therefore, it is ordered that the appeal be granted, and Shari Staffin-Cooper'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 10<sup>th</sup> 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: Shari Staffin-Cooper  
Dennis Cerami  
Kelly Glenn  
Records Center

NEW JERSEY CIVIL SERVICE COMMISSION  
COUNTY AND MUNICIPAL GOVERNMENT SERVICES  
**PROMOTIONAL ANNOUNCEMENT**



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

SYMBOL: <b>PC1431T</b>	WEIGHT CODE: *
TITLE: <b>MANAGEMENT SPECIALIST</b>	SALARY: <b>\$50,085.00 - \$115,997.00</b>
ISSUE DATE: <b>July 01, 2015</b>	CLOSING DATE: <b>July 21, 2015</b>
TITLE CODE: <b>02390/ SPRMR7</b>	JURISDICTION CODE: <b>T12000052</b>
JURISDICTION: <b>MIDDLESEX COUNTY</b>	APPLICATION DEADLINE : <b>July 24, 2015</b>
DEPARTMENT: <b>PUBLIC HEALTH</b>	

**Visit [www.state.nj.us/csc](http://www.state.nj.us/csc)  
And select "Job Announcements"  
to view this announcement and to file an application**

**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 additional experience as indicated on a year for year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

Experience: Two (2) years of experience in the review, analysis, and evaluation of budget, organization, and administrative practices and recommending improved methods, and/or administrative experience in varied phases of business, industrial, or government involving the organization, direction, planning, coordination, or control of programs or activities.

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.

**NOTE:** All requirements must be met as of the above closing date, however applications will be accepted up to and including **July 24, 2015**.

**SPECIAL NOTE: IF YOU FILED AN APPLICATION FOR THIS ANNOUNCEMENT DURING THE ORIGINAL POSTING PERIOD YOU DO NOT HAVE TO FILE AGAIN.**

**Amended 7/22/15**

- IMPORTANT INFORMATION**
1. NJAC 4A:4-2.6 states that all requirements listed must be met as of the closing date, including assignment to jurisdiction/department, and satisfying the permanent status requirement.
  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-time and part-time permanent employees. If an employment list results from this announcement, it may be certified to fill both full-time and part-time positions. If 35- and 40-hour positions are used within the department, 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. 11A: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, (i.e. Police, Fire, Corrections and Sheriff).**
  6. **If you are having difficulty submitting your application online, technical support and customer care 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: [OAS.support@csc.state.nj.us](mailto:OAS.support@csc.state.nj.us) or call (609) 292-4144. Please note that application support requests received outside of regular business hours on the closing date will not change the application filing deadline, so PLEASE FILE EARLY.**

DPF-256A \* Revised 03/09