



STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION
OF THE
CIVIL SERVICE COMMISSION

In the Matter of Hannah Capps,
Program Development Specialist
Youth Services (C0397V), Hudson
County

Examination Appeal

CSC Docket No. 2018-898

October 24, 2017

ISSUED:

(RE)

Hannah Capps appeals the determination of the Division of Agency Services which found that she did not meet the minimum experience requirements for the open-competitive examination for Program Development Specialist Youth Services (C0397V), Hudson County.

The subject examination announcement was issued with specific requirements that had to be met as of the June 5, 2017 closing date (see attached). The appellant was found to be ineligible based on a lack of applicable experience. There were two admitted candidates on the eligible list, which has been certified once, but no appointments have yet been made.

Ms. Capps possesses a Bachelor's degree, and she listed three positions on her application, provisional Program Development Specialist Youth Services, Account Manager, and Client Services Coordinator/Counselor. She also included an internship. Ms. Capps was credited with nine months of experience as a provisional in the subject title and was found to be lacking three months of qualifying experience. On appeal, the appellant states that she meets the minimum requirements as she currently has one year of experience. She states that she has received training and meets the educational requirement.

N.J.A.C. 4A:4-2.3(b) provides that applicants shall meet all requirements specified in the open competitive examination announcement by the closing date.

CONCLUSION

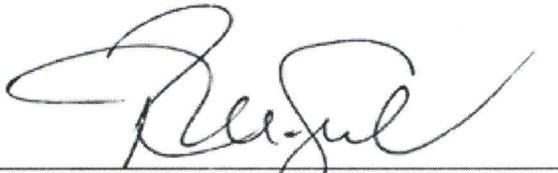
Initially, the appellant was correctly denied admittance to the subject examination since she lacked three months of qualifying experience. Her experience in the first position was applicable, but her second and third positions did not include development of programs. Nonetheless, the subject examination is non-competitive, with two admitted candidates. The appellant is still serving as a provisional appointee and she has accrued an additional three months of experience since the closing date in June 2017. Based on the particular circumstances presented, good cause has been established to relax the provisions of *N.J.A.C. 4A:4-2.3(b)* to accept the appellant's additional experience beyond the closing date and admit her to the examination.

ORDER

Therefore, it is ordered that this appeal be granted, 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
THE 18th DAY OF OCTOBER, 2017



Robert M. Czede, Chairperson
Civil Service Commission

Inquiries
and
Correspondence

Christopher S. Myers
Director
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Civil Service Commission
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P. O. Box 312
Trenton, New Jersey 08625-0312

Attachment

c: Hannah Capps
Elinor Gibney
Kelly Glenn
Records Center



Job Announcements

Symbol: C0397V Title: **PROGRAM DEVELOPMENT SPECIALIST YOUTH SERVICES**

Issue Date: 05/15/2017

Closing 06/05/2017

Date:

Jurisdiction: HUDSON COUNTY

Salary: \$38,065.00 - \$76,150.00 Per Year

Num. of Positions: 1

Workweek: 40 Hours per week

Application Fee: \$25.00

OPEN TO RESIDENTS OF:

Hudson County

REQUIREMENTS:

EDUCATION: Possession of a Bachelor's degree from an accredited college or university.

NOTE: Applicants who do not possess the required education may substitute additional experience as indicated below on a year-for-year basis with thirty (30) semester hour credits being equal to (1) one year of experience.

EXPERIENCE: One (1) year of experience in the development of programs designed to solve the socioeconomic needs of the youths of the state and/or local communities, which shall have included responsibility for the research, negotiation, and/or writing of proposals for youth service programs.

NOTE: Possession of a Master's degree from an accredited college or university with concentration in the field of human or social services may be substituted for the above experience. If you are substituting education for experience, please upload a copy of your transcript with your application. Failure to do so will result in ineligibility.

NOTE: 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.

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 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: OAS.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). Those claiming Veteran's Preference but have not yet received approval from DMAVA must pay the full application fee and may request a refund if the claim is approved at least 8 days prior to the issuance of the eligibility list. Please note this reduced fee does not apply to Public Safety titles.
7. Application fees submitted via personal check or money order must be postmarked within **five (5) business** days of submitting your application. If your fee is postmarked after five (5) business days, or is returned as invalid, you will be declared ineligible and denied admittance to the examination process.

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