

B-43



STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION  
OF THE  
CIVIL SERVICE COMMISSION

In the Matter of Tammie Smith,  
Program Coordinator Mental Health  
(PS1758K), Trenton Psychiatric  
Hospital

Examination Appeal

CSC Docket No. 2017-1964

ISSUED: **MAY 05 2017** (SLK)

Tammie Smith 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 Program Coordinator Mental Health (PS1758K), Trenton Psychiatric Hospital.

The examination at issue was announced with specific requirements that had to be met as of the September 21, 2016 closing date (see attached). A total of 18 employees applied for the examination that resulted in a list of 10 eligibles that expires on February 8, 2020.

On appeal, Ms. Smith presents that, as a Family Service Specialist, she managed a caseload to assess at risk individuals and families, provided recommendations for support, and facilitated family meetings and visitation. As a Social Worker for the Burlington County Board of Social Services, she managed caseloads for families and individuals who needed social services, which included understanding factors that contributed to problems and taking steps to alleviate these issues, coordinating services, monitoring client progress, and acting as a client advocate.

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.



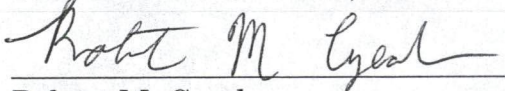
Initially, Agency Services credited the appellant for her Master's degree and one year and four months of experience based on her service as a Rehabilitation Counselor, Mental Health from June 2015 to the September 21, 2016 closing date and her part-time position as a Counselor for New Horizons Treatment Services from May 2016 to September 2016, but determined that she lacked eight months of the required experience as she did not clearly explain how she performed the required duties as a Family Service Specialist Trainee and Family Service Specialist 2 from April 2013 to May 2014 and as a Social Worker from December 2008 to April 2013. 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. On appeal, Ms. Smith clarifies how she performed mental health social case work duties in these positions. Under these circumstances, good cause exists to accept the clarification of Ms. Smith's experience, for eligibility purposes only, and admit her to the examination.

ORDER

Therefore, it is ordered that this appeal be granted and Tammie Smith be scheduled for a make-up examination as soon as possible. If the appellant achieves a passing score, her name should be added to the eligible list 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 3<sup>rd</sup> DAY OF MAY, 2017



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: Tammie Smith  
Kelly Glenn  
Michelle Karngbaye  
Records Center



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



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

SYMBOL: **PS1758K**

TITLE: **PROGRAM COORDINATOR MENTAL HEALTH**

ISSUE DATE: **September 01, 2016**

TITLE CODE: **60555/IORXR2**

DEPARTMENT: **HSHH/HUMAN SERVICES**

UNIT SCOPE: **K375 Trenton Psychiatric Hospital**

WEIGHT CODE: \*

SALARY: **\$64,677.00 - \$92,012.00**

CLOSING DATE: **September 21, 2016**

CLASS CODE: **26**

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 in social work, social case work, vocational rehabilitation, guidance and counseling, psychology, nursing, pastoral counseling, special education, art, music, art therapy, music therapy, social science, education, sociology, occupational therapy or recreation. You must specify the type of degree you have 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.

Experience: Three (3) years of experience in mental health in the field of social case work, vocational rehabilitation, guidance and counseling, psychology, nursing, pastoral counseling, education or other related allied fields.

Note: A Master's degree in any educational area specified above may be substituted one (1) year of 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. ONLY ON-LINE APPLICATIONS WILL BE ACCEPTED. 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. 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.
6. 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.
7. 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 regular business hours on the closing date will not change the application filing deadline so PLEASE FILE EARLY.

DPF-256A \* Revised 03/09