



STATE OF NEW JERSEY

FINAL ADMINISTRATIVE
ACTION OF THE
CIVIL SERVICE COMMISSION

Examination Appeal

In the Matter of Adina Yacoub,
Director of Welfare
(PC3131V), Bergen County

CSC Docket No. 2017-3877

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ISSUED: AUG 21 2017 (RE)

Adina Yacoub appeals the determination of the Division of Agency Services which found that, per the substitution clause for education, she did not meet the experience requirements for the promotional examination for Director of Welfare (PC3131V), Bergen County.

The examination at issue was announced with specific requirements that had to be met as of the January 23, 2017 closing date (see attached). Ms. Yacoub was found to be below the minimum requirements in experience per the substitution clause for education. One candidate was admitted but no appointments have yet been made.

On her application, Ms. Yacoub indicated that she possessed a Bachelor's degree, and as such, was required to possess seven years of applicable experience. She listed experience in three positions in the following titles: Administrative Supervisor of Income Maintenance, Assistant Administrative Supervisor of Income Maintenance, Human Service Specialist 4, Human Service Specialist 3, and Income Maintenance Worker. As none of this experience was accepted, she was found to be lacking seven years of qualifying experience.

On appeal, Ms. Yacoub contends that she has over 11 years of qualifying experience in the titles Administrative Supervisor of Income Maintenance and Assistant Administrative Supervisor of Income Maintenance. She provides some duties of her Administrative Supervisor of Income Maintenance position, and requests admittance to the examination based on this experience.

N.J.A.C. 4A:4-2.6(a) provides that applicants shall meet all requirements specified in the promotional examination announcement by the closing date. *N.J.A.C.* 4A:1-1.2(c) provides that the Civil Service Commission may relax the rules for good cause in a particular situation, on notice to affected parties, in order to effectuate the purposes of Title 11A, New Jersey Statutes.

CONCLUSION

In this matter, the appellant's description of her experience as an Administrative Supervisor of Income Maintenance matched the job description for the title. However, the appellant added higher-level tasks with verbiage that almost correctly matched the examples of work from the job specification for the title under test. The Division of Agency Services did not accept this description, as the higher-level duties were not in the appellant's own words. Simply quoting the duties contained in the job specification on an application is not a sufficient basis on which to determine if a candidate's *specific* duties would meet the requirements for an examination. Candidates must demonstrate that the duties they perform qualify them for admission to the examination. See *In the Matter of Maxsine Allen and Vivian Stevenson* (MSB, decided March 10, 2004).

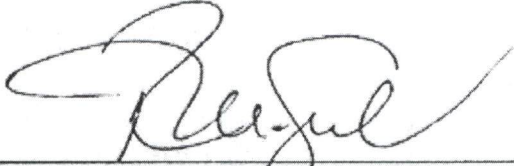
Nevertheless, on appeal, the appellant provided clarifying information regarding the duties of her position which indicated that she was involved in program management including setting organizational goals and objectives, establishing or determining need for and planning organizational changes, setting organizational policy and developing operational and procedural guidelines and supervision of staff. The appellant accrued six years, ten months of experience in this title. The experience she gained in her prior held titles were not at the level and scope of the announced experience requirement, and does not qualifying experience. Nevertheless, there is only one admitted candidate and the appellant continues to serve as an Administrative Supervisor of Income Maintenance. Since the closing date, the appellant has accrued at least two months of additional experience in this position. As such, good cause exists to accept the appellant's clarification of her experience, relax the provisions of *N.J.A.C.* 4A:4-2.6(a), and accept the appellant's experience as an Administrative Supervisor of Income Maintenance after 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 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
THE 16th DAY OF AUGUST, 2017



Robert M. Czech, Chairperson
Civil Service Commission

Inquiries
and
Correspondence

Christopher S. Myers
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: Adina Yacoub
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: PC3131V	WEIGHT CODE: *
TITLE: DIRECTOR OF WELFARE	SALARY: \$137,775.00 - \$202,974.00
ISSUE DATE: January 01, 2017	CLOSING DATE: January 23, 2017
TITLE CODE: 01650/ M6RBR8	JURISDICTION CODE: N02000300
JURISDICTION: BERGEN COUNTY	
DEPARTMENT: BOARD OF SOCIAL SERVICE	

RETURN COMPLETED APPLICATIONS TO: **Visit 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 and are currently serving in the following title(s):

Deputy Director of Welfare 01503

Or 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 supplemented by a Master's degree. You must indicate the details of your degree's 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.

Note: Applicants who do not possess the required Bachelor's degree may substitute additional experience as indicated below, applicable experience on a year for year basis, with thirty (30) semester hour credits being equal to one (1) year of experience.

Applicants who do not possess the required Master's degree may substitute one (1) additional year of experience.

Experience: Six (6) years of experience in program management which shall have involved setting organizational goals and objectives, establishing or determining need for and planning organizational changes, setting organizational policy and developing operational and procedural guidelines and supervision of staff.

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: This announcement may be tested via the Management Test Battery (MTB). Under the guidelines of the MTB program, an applicant's score will be retained and applied to subsequent promotional or open competitive announcements for titles tested under this program. For information regarding the Management Test Battery, please refer to our website <http://www.state.nj.us/csc/seekers/about/steps/step7.html>

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. 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-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 Department of Military and Veterans Affairs (DMAVA) (as defined by N.J.S.A. 11A:5-1 et seq.). Those claiming Veterans 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 this eligibility list. PLEASE NOTE THIS REDUCED FEE DOES NOT APPLY TO PUBLIC SAFETY TITLES (i.e. Police, Fire, Corrections and Sheriff).
6. **SPECIAL NOTE TO ALL APPLICANTS Please make sure you are assigned to the department indicated above. If you do not know your department, please contact your Human Resource Office. If you file an application for this announcement and you are not assigned to the department 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 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.

8. 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.

DPF-256A * Revised 07/06