



STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION OF THE CIVIL SERVICE COMMISSION

In the Matter of Massiel Suarez, Human Services Specialist 2 Bilingual in Spanish and English (C0110V), Warren County

CSC Docket No. 2017-3301

Examination Appeal

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ISSUED: August 21, 2017

(RE)

Massiel Suarez 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 Human Services Specialist 2 Bilingual in Spanish and English (C0110V), Warren County.

The subject open-competitive was announced with specific requirements that had to be met as of the February 22, 2017 closing date (see attached). There were no admitted candidates, and the examination was cancelled on April 21, 2017.

Ms. Suarez listed three positions on her application; provisional Human Services Specialist 2 Bilingual in Spanish and English, and Resident Advisor and Case Management for Haley House. The appellant was credited with six months of experience in her provisional position, and was found to be lacking six months of full-time experience.

On appeal, the appellant states that she possesses a Bachelor's degree in Sociology, and she provides a revised resume with additional positions, Call Specialist, Activity Assistant and Switchboard Operator.

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

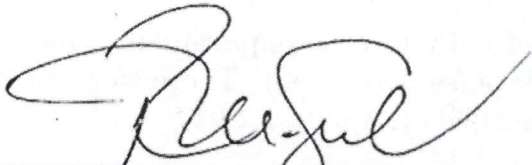
Initially, the appellant was correctly denied admittance to the subject examination since she lacked six months of qualifying experience. Her experience in the remaining positions are inapplicable as they do not have the announced experience requirement as the primary focus. Nonetheless, the subject list has no admitted candidates, and the examination was cancelled. The appellant is still serving as a provisional appointee and she has accrued an additional six months of full-time experience since the February 2017 closing date. 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 16<sup>th</sup> DAY OF AUGUST, 2017



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Robert M. Czedz, Chairperson  
Civil Service Commission

Inquiries  
and  
Correspondence

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Director  
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Written Record Appeals Unit  
P. O. Box 312  
Trenton, New Jersey 08625-0312

Attachment

c: Massiel Suarez  
Steve Marvin  
Kelly Glenn  
Records Center



## Job Announcements

Symbol: C0110V Title: **HUMAN SERVICES SPECIALIST 2 BILINGUAL IN SPANISH AND ENGLISH**

Issue Date: 02/01/2017

Closing 02/22/2017

Date:

Jurisdiction: WARREN COUNTY

Salary: \$40,808.00 - \$72,004.00 Per Year

Num. of Positions: 2

Workweek: 35 Hours per week

Application Fee: \$25.00

### OPEN TO RESIDENTS OF:

Warren County

### REQUIREMENTS:

**EDUCATION:** Sixty (60) semester hour credits from an accredited college or university.

**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.**

**EXPERIENCE:** One (1) year experience involving any combination of the following: securing/verifying information and making determinations or recommendations relating to eligibility or qualifications of applicants for loans, insurance, credit or entitlements to cash awards, financial benefits or adjustment and settlement of insurance claims; investigations involving the collection of facts and information by observing conditions, examining records, interviewing individuals, and preparing investigative reports of findings; or investigating, establishing and/or enforcing support obligations in a welfare board or agency, court system or related agency.

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

**SPECIAL SKILL:** Applicants must be able to read, write, speak, understand, and communicate in English and Spanish sufficiently to perform duties of this position. Candidates will be tested at time of certification for the ability to communicate effectively in both English and Spanish.

**NOTE:** The resulting eligible list will be used to also fill one (1) part-time position at \$22.34 per hour.

**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](mailto: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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