



**STATE OF NEW JERSEY**

**FINAL ADMINISTRATIVE ACTION  
OF THE  
CIVIL SERVICE COMMISSION**

In the Matter of Carneatia Bailey,  
Social Work Supervisor (PC0095V),  
Atlantic County

CSC Docket No. 2017-3335

Examination Appeal

**ISSUED: SEP 11 2017 (RE)**

Carneatia Bailey appeals the decision of the Division of Agency Services (DAS) which found that she did not meet the experience requirements for the promotional examination for Social Work Supervisor (PC0095V), Atlantic County.

The subject examination announcement was issued with specific requirements which had to be met as of the February 21, 2017 closing date (see attached). Ms. Bailey was found to be below the minimum requirements in experience, per the substitution clause for education. One applicant was admitted and appointed.

Ms. Bailey indicated on her application that she possessed a Bachelor's degree, but not a Master's degree. As such, per the substitution clause for education, she was required to possess three years of announced experience. She listed five positions on her application: Social Worker, Community Outreach Coordinator with the South Jersey Community Food Bank, Volunteer Project Manager with Habitat for Humanity, Human Resources Community Relations Representative with Caesars Atlantic City, and EEO Community and Diversity Relations Coordinator with Bally's Atlantic City. She was credited with two years, two months of experience in her position as Social Worker from January 2015 to the February 2017 closing date, and was found to be lacking ten months of required experience.

On appeal, Ms. Baily supplies a copy of the application form that she submitted to Atlantic County, and reiterates her education and experience. She states that she has ten years of experience in areas of social services. She believes that her eight months of experience as a Volunteer Project Manager with Habitat for Humanity is

applicable, as her duties included locating families displaced by Hurricane Sandy, evaluating damages to their homes, creating service contracts, setting up mental health support, recruiting volunteers for rebuilding projects, composing grant requests, verifying income eligibility, coordinating rebuilding projects, providing resources from volunteer groups from out of state, and obtaining permits and approvals from the mayor. As a Community Outreach Coordinator with the South Jersey Community Food Bank, the appellant contacted families of laid off employees and supplied them with emergency food packages.

*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.

### CONCLUSION

The appellant was correctly denied admittance to the subject examination. The appellant was credited with two years, two months of applicable experience based on her position of Social Worker. As she does not possess a Master's degree in Social Work, she was found to be lacking ten months of applicable experience as of the closing date per the substitution clause for education.

In order for experience to be considered applicable, it must have as its *primary focus* full-time responsibilities in the areas required in the announcement. *See In the Matter of Bashkim Vlashi* (MSB, decided June 9, 2004). As to Ms. Bailey's experience, her prior positions, are clearly inapplicable. None of them had social work experience involving gathering social information from clients, determining their needs, and planning and carrying out treatment plans and/or service plans geared to individual client needs as the primary focus. The explanation of duties that the appellant provided on appeal for her positions as a Community Outreach Coordinator with the South Jersey Community Food Bank and Volunteer Project Manager with Habitat for Humanity clearly demonstrate that the announced experience requirement is not the primary focus. Her remaining positions as a Human Resources Community Relations Representative with Caesars Atlantic City, and EEO Community and Diversity Relations Coordinator with Bally's Atlantic City, involved human resource activities and were not social work. The appellant lacks ten months of qualifying experience as of the February 2017 closing date.

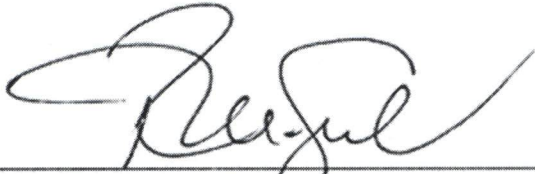
An independent review of all material presented indicates that the decision of DAS that appellant did not meet the announced requirements for eligibility by the closing date is amply supported by the record. Appellant provides no basis to disturb this decision. Thus, appellant has failed to support her burden of proof in this matter.

**ORDER**

Therefore, it is ordered that this appeal be denied.

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 6<sup>th</sup> DAY OF SEPTEMBER, 2017



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Robert M. Czedh, 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: Carneatia Bailey  
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: PC0095V**

**WEIGHT CODE: \***

**TITLE: SOCIAL WORK SUPERVISOR**

**SALARY: \$35,280.00 - \$41,683.00**

**ISSUE DATE: February 01, 2017**

**CLOSING DATE: February 21, 2017**

**TITLE CODE: 03733/ NIFAR9**

**JURISDICTION CODE: C01000021**

**JURISDICTION: ATLANTIC COUNTY**

**DEPARTMENT: COMMUNITY DEVELOPMENT ECONOMIC ASSI**

**RETURN COMPLETED APPLICATIONS TO:**

**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 are currently serving in a title to which the announcement is open and have an aggregate of one year of continuous permanent service as of the closing date in the following title(s):**

**Social Work Specialist 03732**  
**Social Work Specialist Bilingual in Spanish and English 05206**

**Or to employees in the competitive division who have an aggregate of one year of continuous permanent service as of the closing date, are currently serving in the following title(s) and meet the requirements listed below:**

**Social Worker 03734**  
**Social Worker Bilingual in Spanish and English 03735**

**Education: Graduation from an accredited college or university with a Bachelor's degree supplemented by a Master's degree in Social Work, Psychology, Sociology, Guidance and Counseling or other field related to social work or social services. 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.**

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

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

**Experience: Two (2) years of social work experience involving gathering social information from clients, determining their needs, and planning and carrying out treatment plans and/or service plans geared to individual client needs.**

**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 Supervisory Test Battery, a computer-administered exam. For information regarding the Supervisory 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).