



STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION
OF THE
CIVIL SERVICE COMMISSION

In the Matter of Pamela Major,
Program Development Specialist
Youth Services (C0051V),
Monmouth County

Examination Appeal

CSC Docket No. 2017-3452

ISSUED: SEP 11 2017 (RE)

Pamela Major appeals the decision of the Division of Agency Services (DAS) that found that she did not meet the experience requirements for the open-competitive examination for Program Development Specialist Youth Services (C0051V), Monmouth County.

The subject examination announcement was issued with specific requirements that had to be met as of the January 19, 2017 closing date (see attached). There were three candidates on the eligible list due, which was certified once, but no appointments have yet been made.

Ms. Major met the educational requirement and listed one position on her application, Program Development Specialist Youth Services, from October 2016 to January 2017. She included eight more positions on her resume: Transition Coach, "Financial Literacy Program," Employment Specialist, Interim Educational Coordinator/Consultant, Director of City Childhood Development Center, Ministry Coordinator, Senior Program Manager, and Elementary School Teacher. The appellant provided months and years of service only for the first two positions on her resume, but no hours worked per week. For the remaining positions, she did not include months and years of service, or number of hours worked per week. None of Ms. Major's experience was accepted, and she was found to be lacking one year of required experience.

On appeal, Ms. Major argues that she possesses the required experience and that she has five years of experience researching, information gathering, writing

proposals and modeling programs in her positions as a Transition Coach, Employment Specialist and Senior Program Manager.

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

At the outset, it is noted that qualifying experience has the announced experience requirement as the primary focus of the position. That is, the announced experience should be the main duty of the listed position. On her application, the appellant indicated that her duties as a Program Development Specialist Youth Services were to organize monthly meetings, attend meetings, develop plans to meet goals, "partner" with other staff from human services to improve or augment services, a follow up on requests for needs, development programs as needed, collaborate with team members, and provide reports and updates. While there is some aspects of this work involved in the duties listed on her application for the provisional position, such as reviewing programs to maintain or improve productivity, the majority of the duties are primarily coordinating and attending meetings. As these duties do not support a classification of the position in the subject title, DAS should review the appellant's job duties to determine whether she is serving in the most appropriate title.

A further review of the appellant's resume indicates that her positions as a Transition Coach and Employment Specialist did not have the announced experience requirement as the primary focus. Also, she did not indicate the months and years of service for her position as Senior Program Manager, nor the number of hours worked per week. Additionally, the duties listed do not include research, negotiation, and/or writing of proposals for youth service programs. The primary focus of the position was designing tests, and developing a job training module for youths. On appeal, the appellant states that she developed an exploratory proposal, but this was for the development of programs designed to solve the socioeconomic needs of the youth.

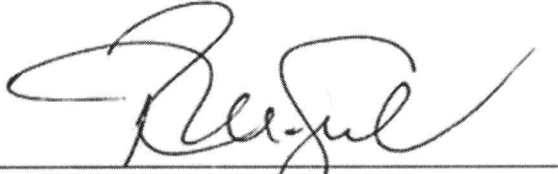
An independent review of all material presented indicates that the decision of DAS that the appellant did not meet the announced requirements for eligibility by the closing date is amply supported by the record. The appellant provides no basis to disturb this decision. Thus, the appellant has failed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

ORDER

Therefore, it is ordered that this appeal be denied, and the matter of the appellant's job title be referred to DAS for review.

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 6th DAY OF SEPTEMBER, 2017



Robert M. Czech, Chairperson
Civil Service Commission

Inquiries
and
Correspondence

Christopher S. Myers
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Attachment

c: Pamela Major
Frank Tragno Jr.
Kelly Glenn
Records Center



Job Announcements

Symbol: C0051V Title: **PROGRAM DEVELOPMENT SPECIALIST YOUTH SERVICES**
 Issue Date: 12/29/2016 Closing Date: 01/19/2017
 Jurisdiction: MONMOUTH COUNTY Salary: \$18.68 - \$37.00 Per Hour
 Num. of Positions: 1 Workweek: 21 Hours per week
 Application Fee: \$25.00

OPEN TO RESIDENTS OF:

Monmouth 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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