



July 2016, and a Human Services Technician from August 2007 to July 2015. Personnel records indicate the appellant was a Social Worker 2 from June 2016 to the February 21, 2019 closing date, a Principal Social Service Aide from August 2015 to June 2016, a Human Services Technician from October 2013 to August 2015, a Human Services Assistant from September 2008 to October 2013, and a Direct Care, AFSCME from August 2007 to September 2008. It is also noted that personnel records indicate that the appellant was provisionally appointed to the subject title after the closing date starting in July 2019. Agency Services credited that appellant with having six required specialized college credits based on her Psychology course credits and two years and nine months of experience based on her Social Worker 2 experience, but determined that she lacked 18 specialized required college credits.

On appeal, the appellant argues that she possesses the required 24 specialized college credits. She submits her college transcript to show she received 10 college credits for her military training. Further, she contends that her military training had been evaluated and approved for college credit by the American Council on Education, the American Association of Collegiate Registrars and Admissions Officers, and the Council for Higher Education Accreditation. Additionally, the appellant presents college classes that include PHIL 105 Introduction to Logic (three credits), PSYC 100 Introduction to Psychology (three credits), PSYC 375 Personality and Adjustment (three credits), SPCH 100 Basic Principles of Speech & Communication (three credits), HMGT 330 Issues in Health Systems Management (three credits), BSA 521 Ethical Issues in Business (three credits), BMGT 464 Organizational Behavior (three credits), BSA 526 Organizational Behavior (three credits), HMGT Managing Quality Health Services System (three credits), and BSA 528 Quantitative Decisions (three credits). She indicates that her college transcript shows that she received 30 college credits for these classes. Further, the appellant presents her Continuing Medical Educational Training that is accredited by the Medical Society of New Jersey that includes Opioid Stewardship 101 (one credit), Medical Marijuana in New Jersey (one and one-half credits), Opioids (one and one-half credits), and Screening, Assessment, Management and Treatment of Suicidal and Non-Suicidal Self-Directed Violence (two credits) for being the equivalent of six college credits. Therefore, the appellant believes that she has 46 college credits in the required specialized areas.

## CONCLUSION

In this matter, Agency Services correctly determined that the appellant only had six applicable specialized college credits and lacked 18 college credits in one of the specialized areas. It is noted that while the appellant received college credit for her military experience and training, there is no indication on her college transcripts that these classes were in any of the required specialized areas. Similarly, the other college classes that the appellant highlights were not in the

required areas as indicated by the fields of study on her college transcripts. For any classes that are not clearly identified as being in the required areas on her college transcripts to be accepted, a candidate must provide documentation from an accredited institution of higher learning stating that the school would accept the candidate's credits in the particular course area as satisfying the requirements for a major at that institution. This documentation from the institution must come from the Department Head or Chair associated with the major or course area in question. *See In the Matter of Jason Tesauro* (MSB, decided February 27, 2002). Further, the appellant's education training classes that were accredited by a Medical Society of New Jersey cannot be substituted for college credits as Continuing Education Units and training courses are not considered equivalent to college level credits unless it can be demonstrated that the coursework would be accepted at an accredited college or university for college credits. *See In the Matter of Stephen Gavrell* (MSB, decided March 26, 2003).

However, it cannot be ignored that the subject title is an entry-level professional title and the subject examination was cancelled due to a lack of qualified candidates as all five candidates failed to meet the requirements. Further, the appellant had two years and nine months of applicable experience by the February 21, 2019 closing date while the subject examination only required one year of experience. Moreover, the appellant has continued to gain applicable experience after the closing date, including being provisionally appointed to the subject title in July 2019, and she continues to serve in that title. Therefore, the Civil Service Commission finds good cause under *N.J.A.C.* 4A:1-1.2(c) to relax the provisions of *N.J.A.C.* 4A:4-2.6(a) which provides that all requirements for promotional examinations must be met by the closing date, for eligibility purposes only, and admit the appellant to the subject examination.

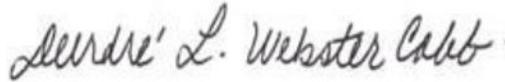
This determination is limited to the instant matter and does not provide precedent in any other matter.

### **ORDER**

Therefore, it is ordered that the appeal be granted, the cancellation of the examination be rescinded, and Carolyn Bellamy'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 ON  
THE 23<sup>rd</sup> DAY OF OCTOBER, 2019



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