

B-36



STATE OF NEW JERSEY

In the Matter of Anthony D'Alterio,  
Mechanic (M0122S), Jersey City

FINAL ADMINISTRATIVE ACTION  
OF THE  
CIVIL SERVICE COMMISSION

CSC Docket No. 2014-3219

Examination Appeal

ISSUED: SEP 05 2014 (SLK)

Anthony D'Alterio appeals the determination of the Division of Selection Services (Selection Services) that he did not meet the experience requirements for the open competitive examination for Mechanic (M0122S), Jersey City.

The examination at issue was announced with specific requirements that had to be met as of the February 19, 2014 closing date (see attached). A total of 10 individuals applied for the subject examination which resulted in a list of 7 eligibles with an expiration date of June 11, 2017. Certification OL140825, which has a disposition due date of September 16, 2014, was issued containing the names of the seven eligibles and has not yet been disposed.

Mr. D'Alterio indicated on his application that he was a Technician for Gold Coast Cadillac from October 2012 to August 2013. Personnel records also indicate that he was provisionally serving in the subject title from August 2013 to the February 19, 2014 closing date. He also indicated that he successfully completed one year of training in automotive technology. Selection Services credited him with having met the training requirement and that he had eleven months of experience based on his Technician experience, but determined that he lacked one year and one month of experience.

On appeal, Mr. D'Alterio states that from 2009 through 2011 at ages of 16 to 18 he had become an "apprentice" in a family member's garage. He presents that during this time, he learned the basics of mechanical operations such as engine, transmission, and rear differential components, heating and cooling systems,

braking systems, and minor servicing procedures. He maintains that under supervision, he was able to perform tasks such as oil changes, brake diagnostics and repairs, engine and transmission replacement, and other services. He indicates that after high school he earned a certificate in automotive technology by completing a Master Certified Automotive Technology Program where he studied Fuel and Emissions Systems, Advanced Electronics, Drivelines/Driveability, and Shop Management and Procedures. Thereafter, he states that he worked as an Apprentice Technician for Gold Coast Cadillac from October 2012 to August 2013. In this position, he represents that he performed disc brake resurfacing, tire mounting and balancing, tire rotations, oil changes, interior work, diagnostic procedure, module replacement and programing, heating/cooling system and engine repairs, and steering and suspension diagnosis and alignments. He also highlights that he became GM Gold Certified by participating in on-line classes and completing GM's 6 Speed Automatic Transmission course in-person. The appellant also highlights his provisional experience in the title under test.

## CONCLUSION

*N.J.A.C.* 4A:4-2.3(b)2 requires applicants to possess all the requirements specified in an announcement for an open competitive examination by the closing date. *N.J.A.C.* 4A:4-6.3(b) provides that the appellant has the burden of proof in examination appeals.

In the instant matter, Mr. D'Alterio's original application only indicated that he worked for Gold Coast Cadillac as a Technician from October 2012 to August 2013. As such, his application indicated that he possessed 11 months of the required experience and that he lacked one year and one month of experience. His provisional experience in the subject title and his "apprentice" experience working in a family member's garage that he now presents were not included in his application. The importance of submitting a properly completed application that includes all of the necessary information cannot be overstated, since a complete application provides the only reliable barometer by which Selection Services can make the initial determination whether to admit or reject an applicant. Selection Services has no other tool to rely on in order to make this important initial assessment in an expeditious, fair and efficient manner. Additionally, *N.J.A.C.* 4A:4-2.1(f) provides that an application may only be amended prior to the announced closing date. For example, information submitted on appeal pertaining to duties in a given position that expands or enlarges information previously submitted is considered clarifying and is accepted. However, any documentation indicating work in a setting that was not previously listed on an application or resume cannot be considered after the closing date. Thus, the Commission can only consider information provided on appeal regarding the positions listed on the appellant's original application. See *In the Matter of Diana Begley* (MSB, decided November 17, 2004). Further, even accepting the appellant's provisional

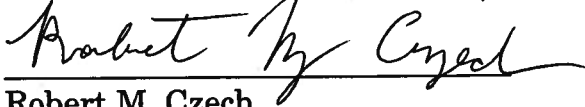
experience, the appellant would still lack seven months of the required experience as he only served in the title under test for six months, from August 2013 to February 2014, prior to the closing date. Also, with respect to the appellant serving as an "apprentice" in a family member's garage while in high school, there is no indication that this experience was a formal apprenticeship program that was the equivalent of part-time work/internship experience that can be pro-rated. *See In the Matter of Doris Ezomo, et al.* (MSB, decided October 10, 2007), and therefore cannot be considered. Consequently, Selection Services properly determined that the appellant lacked one year and one month of applicable experience as of the closing date and he is not eligible for the subject examination.

### ORDER

Therefore, it is ordered that the 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 ON  
THE 3<sup>rd</sup> DAY OF SEPTEMBER, 2014



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Attachment

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