

B-11



STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION
OF THE
CIVIL SERVICE COMMISSION

In the Matter of Sharon Dickerson, *et al.*,
Nursing Services Clerk (S0431U),
Statewide

Examination Appeals

CSC Docket Nos. 2017-1347, 2017-
1345 and 2017-1304

ISSUED: **AR 21 2017** (SLK)

Sharon Dickerson, Kayla Goldbeck and Kaila Myers appeal the determinations of the Division of Agency Services (Agency Services) that they did not meet the experience requirement for the promotional examination for Nursing Services Clerk (S0431U), Statewide. These appeals have been consolidated due to common issues presented.

The examination at issue was announced with specific requirements that had to be met as of the June 17, 2016 closing date (see attached). The appellants are employed by Ancora Psychiatric Hospital, which is located in Camden County¹, and serving provisionally in the subject title. A total of 75 employees applied for the examination and 29 were admitted. However, after the written examination that was administered on January 19, 2017 and the disposition of Certification OS170091², there are currently only two eligibles on the subject list that have expressed interest in working in Camden County and for Ancora Psychiatric Hospital.

On appeal, Ms. Dickerson indicates that she was a Medical Assistant/Receptionist for Dr. Richard Costa from 1995 to 2001 and 2015 to 2016

¹ The mailing address for Ancora Psychiatric Hospital is in Hammonton, New Jersey which is Atlantic County. However, it is physically located in Winslow Township which is in Camden County.

² Certification OS170091 for Ancora Psychiatric Hospital was recorded indicating that two eligibles from prior symbol S0266R were retained for future certifications only and two eligibles from the subject list were retained as no appointments were made as the certification was incomplete.

performing clerical duties and was certified as a Medical Assistant. Ms. Goldbeck indicates that she performed clerical duties in a medical environment as a Pharmacy Associate from February 2013 to August 2014 and was certified as a Dialysis Technician. Ms. Myers indicates that as a Clerical Support/Teacher's Assistant for Toddler Town from September 2012 to the present, she performed clerical duties in order to keep track of patient data. Additionally, Alfred Filippini, Director, Human Resources for Ancora Psychiatric Hospital, submits letters indicating that the appellants have been performing the required duties and Marianne Leadley, Acting Health Information Management Department Supervisor for Ancora Psychiatric Hospital, submits letters indicating that she feels that the appellants' prior experience qualifies them for the subject title.

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. Further, *N.J.A.C.* 4A:1-1.2(c) states that the Civil Service Commission (Commission) may relax a rule for good cause in order to effectuate the purposes of Title 11A, New Jersey Statutes.

Initially, Agency Services correctly determined that the appellants did not meet the required experience requirements. On their applications, Ms. Dickerson indicated that she served provisionally in the subject title from April 2016 to the June 17, 2016 closing date and did not indicate any other experience, Ms. Goldbeck indicated that she served provisionally from June 13, 2016 to the June 17, 2016 closing date and did not indicate any other clerical experience in a medical facility, and Ms. Myers indicated that she began serving provisionally in the subject title on July 11, 2016, which is after the closing date, and did not indicate any other clerical experience in a medical facility.

With respect to Ms. Dickerson, 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 Agency Services can make the initial determination whether to admit or reject an applicant. Agency Services has no other tool to rely on in order to make this important initial assessment in an expeditious, fair and efficient manner. Although *N.J.A.C.* 4A:4-2.1(f) proscribes the amendment of an application after the closing date set in the announcement, the Commission notes several circumstances present that provide good cause to permit Ms. Dickerson to amend her application in this particular matter. In this regard, the Commission is satisfied that the totality of her over nine years of clerical experience in a medical facility outside of State service and her medical certification warrants her admission to the subject examination. Additionally, Ms. Dickerson is serving provisionally in the subject title and she gained the additional required experience while serving provisionally after the closing date.

In reference to Ms. Goldbeck and Ms. Myers, although their experience does not precisely mirror the requirements contained in the announcement, the Commission is satisfied that the totality of Ms. Goldbeck's one year and seven months of experience performing clerical duties for a pharmacy as well as her medical certification and Ms. Myers' over four years of experience keeping track of medical patient data, as well as their provisional experience gained after the closing date, warrant their admission to the subject examination.

Further, there are currently only two eligibles on the list who have expressed interest in working in Camden County and for Ancora Psychiatric Hospital. Therefore, under these circumstances, good cause exists to relax the provisions of *N.J.A.C. 4A:4-2.3(b)2* and accept the totality of the appellants' experience and education, including their experience after the closing date for eligibility purposes, and admit them to the subject examination.

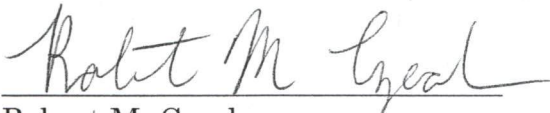
It is noted that this remedy is limited to the particular circumstances of this matter and does not set a precedent in any other matter.

ORDER

Therefore, it is ordered that these appeals be granted and Sharon Dickerson's, Kayla Goldbeck's and Kaila Myers' applications 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 19th DAY OF APRIL, 2017



Robert M. Czech
Chairperson
Civil Service Commission

Inquiries
and
Correspondence

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: Sharon Dickerson
Kayla Goldbeck
Kaila Myers
Alfred Filippini
Kelly Glenn
Records Center



Job Announcements

[← back](#)

printable version

Symbol: S0431U

Title: NURSING SERVICES CLERK

Issue Date: 05/27/2016

Closing Date: 06/17/2016

Jurisdiction: STATE

Salary: \$30,455.78 - \$42,380.78 Per Year

Num. of Positions: 1

Workweek: 40 Hours per week

Application Fee: \$25.00

OPEN TO RESIDENTS OF:

New Jersey

REQUIREMENTS:

EXPERIENCE: One (1) year of experience performing clerical work in a medical or long-term care facility or office.

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.

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.
- Read Description of Job and Specification: **03843**
 - [Click here to apply via the Online Application System](#)

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