



**STATE OF NEW JERSEY**

In the Matter of Lina Maria Rivera,  
Senior Clerk, Bilingual in Spanish  
and English (S0116V), Statewide

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

CSC Docket No. 2018-264

Examination Appeal

**ISSUED: APRIL 6, 2018 (JET)**

Lina Maria Rivera appeals the determination of the Division of Agency Services (Agency Services) that she did not meet the experience requirement for the open competitive examination for Senior Clerk, Bilingual in Spanish and English (S0116V), Statewide.

The open competitive examination for Senior Clerk, Bilingual in Spanish and English (S0116V) was announced with specific requirements which had to be satisfied by the February 15, 2017 closing date. The requirements were one year of experience in general clerical work. A total of 14 candidates were admitted to the subject examination, and the resultant eligible list promulgated on November 30, 2017 with an expiration date of November 29, 2020. Two certifications were issued and no appointments have been made.

On her employment application and resume, the appellant indicated that she served as a provisional Senior Clerk, Bilingual in Spanish and English from July 2016 through the February 2017 closing date, as a Personnel Officer from April 2010 to June 2015, and as a Business Consultant from February 2006 to December 2008. Agency Services credited the appellant with eight months of applicable experience for her provisional work in the subject title. However, it did not find any of her other experience applicable. As such, Agency Services determined that the appellant was ineligible for the subject examination, as she lacked four months of applicable experience.

On appeal, the appellant asserts that, as indicated on her application and resume, she possesses 12 years of sufficient applicable work experience to meet the subject requirements listed in the announcement and qualify her for the examination.

Official personnel records indicate that the appellant continues to serve provisionally in the subject title.

### CONCLUSION

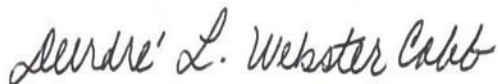
*N.J.A.C.* 4A:4-2.3(b) provides that applicants shall meet all requirements specified in the open competitive announcement by the closing date. Initially, Agency Services correctly determined that the appellant was not eligible for the subject examination as she lacked four months of applicable experience as of the February 2017 closing date. Other than her work as a provisional Senior Clerk, Bilingual in Spanish and English, the primary focus of the appellant's other positions listed on her application and resume was not in general clerical work. In this regard, applicable experience must have as its *primary focus* the duties and responsibilities required for the title under test. *See In the Matter of Bashkim Vlashi* (MSB, decided June 9, 2004). Moreover, since the announcement produced a complete list of eligibles who met the requirements as of the closing date, there is no good cause to accept the appellant's additional experience gained after the closing date. Accordingly, since the appellant did not possess the required experience as of the closing date, she is not eligible for the subject examination.

### 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 ON  
THE 4<sup>th</sup> DAY OF APRIL, 2018



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