



**STATE OF NEW JERSEY**

In the Matter of Dwayne Rogalinski,  
Automotive Mechanic (S0646U),  
Statewide

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

CSC Docket No. 2017-1736

Examination Appeal

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

Dwayne Rogalinski appeals the determination of the Division of Agency Services (Agency Services) that he did not meet the experience requirements for the open competitive examination for Automotive Mechanic (S0646U), Statewide.

The subject examination was announced with specific requirements which had to be satisfied by the September 9, 2016 closing date (see attached). A total of 62 applicants applied for the subject examination which resulted in a list of 48 eligibles with an expiration date of November 16, 2019.

On his application, the appellant listed that he worked as a Field Service Worker from October 2006 to August 2016. He also submitted a resume that was not readable. Agency Services determined that none of the appellant's experience was applicable. Accordingly, Agency Services determined that the appellant was ineligible for the examination.

On appeal, the appellant argues, among other things, that the resume he submitted with the application for the subject examination may not have been legible. As such, he submits a new resume for review and maintains that he is qualified for the examination.

It is noted that, by e-mail dated November 4, 2016, Agency Services contacted the appellant at the e-mail address provided on his application, and notified him that his resume was not readable. It also provided him with the opportunity to re-submit a resume. However, the appellant did not respond to Agency Services'

request. It is noted that the e-mail address that Agency Services used to contact the appellant matches the e-mail address provided by the appellant on his appeal letter.

### 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. *N.J.A.C.* 4A:4-2.1(f) provides that examination applications may only be amended prior to the filing date.

In the present matter, Agency Services correctly determined that the appellant is not eligible for the subject examination. Although the appellant indicated on the application that he worked as a Field Service Worker, such experience is not applicable to satisfy the duties required to establish eligibility for the title under test. Additionally, the resume the appellant submitted with his application was not readable. Accordingly, Agency Services correctly determined that the appellant was ineligible for the examination.

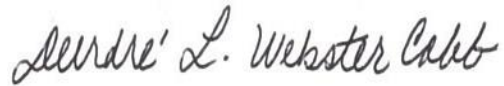
With respect to the new resume the appellant submits on appeal, Agency Services contacted the appellant prior to the closing date at the e-mail address provided on his application, and notified him that his resume was not readable. However, the appellant did not provide a response at the time. On appeal, the appellant confirms that the resume submitted with his application may not have been legible. Additionally, the appellant does not dispute that he did not receive Agency Services' November 4, 2016 e-mail requesting that he submit a resume prior to the closing date. *N.J.A.C.* 4A:4-2.1(f) specifically states the application may only be amended prior to the announced closing date. As such, the resume the appellant submits on appeal cannot now be accepted. Moreover, the announcement clearly indicates in **bold print** that applicants must complete the application in detail. Accordingly, a thorough review of all material presented indicates that Agency Services' determination that the appellant did not meet the eligibility requirements by the closing date is amply supported by the record. Thus, the appellant has failed to support his burden of proof in this matter.

### 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



Deidre L. Webster Cobb  
Acting Chairperson  
Civil Service Commission

Inquiries  
and  
Correspondence

Christopher S. Myers  
Director  
Division of Appeals  
& Regulatory Affairs  
Civil Service Commission  
Written Record Appeals Unit  
PO Box 312  
Trenton, New Jersey 08625-0312

c: Dwayne Rogalinski  
Kelly Glenn