



In the Matter of Naeem Syed,
Code Enforcement Officer (M0054A),
West New York

CSC Docket No. 2019-1910

STATE OF NEW JERSEY
FINAL ADMINISTRATIVE ACTION
OF THE
CIVIL SERVICE COMMISSION

Examination Appeal

ISSUED: JULY 11, 2019 (RAM)

Naeem Syed requests to be permitted to submit a late application for the Code Enforcement Officer (M0054A), West New York examination.

By way of background, the announcement for the subject examination was issued on December 15, 2018 and was open to employees with one year of experience in conducting inspections or investigations to detect violations of and ensure compliance with laws, rules, and regulations as of the January 7, 2019 closing date. A total of six individuals applied for the subject announcement and two were found eligible to compete in the examination. It is noted that an eligible list has not yet been issued.

On appeal to the Civil Service Commission (Commission), the appellant, a Code Enforcement Officer, ¹ states that he was traveling outside of the country from December 16, 2018 to January 7, 2019. Upon his arrival home, he became very sick and was not able to return to work, hindering him from applying for the examination. In support of his appeal, the appellant provides a copy of his travel confirmation indicating he was out of the country from December 16, 2018 to December 30, 2018. In addition, he submits a note from his physician indicating that he was unable to work from January 2, 2019 to January 7, 2019.

¹ Agency records indicate that the appellant has been serving provisionally pending open competitive procedures in the Code Enforcement Officer title since December 11, 2017.

CONCLUSION

N.J.A.C. 4A:4-2.1(e) provides that unless otherwise provided for by the Chairperson of the Commission or designee, applicants for open competitive and promotional examination shall be submitted to the Commission no later than 4:00 p.m. on the announced application filing date. *N.J.A.C.* 4A:1-1.2(c) provides that a rule may be relaxed for good cause in a particular circumstance in order to effectuate the purposes of Title 11A, New Jersey Statutes.

In the instant matter, the appellant did not submit an application by the closing date for the subject examination. The Commission generally denies requests to accept late examination applications, as *N.J.A.C.* 4A:4-2.1(e) requires applicants to file their applications by the closing date. However, under the circumstances he presents, the Commission finds that there is good cause to relax *N.J.A.C.* 4A:4-2.1(e) and allow the appellant to submit a late application for the subject examination.

Additionally, the appellant is serving provisionally in the subject title and only two applicants were deemed eligible to compete in the subject examination. Thus, absent accepting the appellant's late application, any resultant list would be incomplete. In that regard, the Commission emphasizes that the dual purpose of the Civil Service system is to ensure efficient public service for State and local governments and to provide appointment and advancement opportunities to Civil Service employees based on their merit and abilities. These interests are best served when more, rather than fewer, individuals are presented with employment opportunities. See *Communications Workers of America v. New Jersey Department of Personnel*, 154 N.J. 121 (1998).

Finally, the Commission notes that the appellant's remedy is based on the circumstances of this matter, and for future examination announcements, the appellant must timely file an application. As this remedy is limited to the unique circumstances of this matter, it does not provide a precedent in any other matter.

ORDER

Therefore, it is ordered that this request be granted, and Naeem Syed be permitted to submit an application for the Code Enforcement Officer (M0054A), West New York examination. It is further ordered that the appellant submit an open competitive examination application and the \$25.00 application processing fee to the Division of Agency Services. The application and processing fee must be postmarked no later than 15 days from the issuance date of this decision. Upon receipt of the application and processing fee, it is ordered that his application be processed. Finally, if the appellant's application and the required payment are not

postmarked on or before the 15th day after the issuance date of this decision, he will not be entitled to have an application for the subject examination processed.

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 9th DAY of JULY, 2019



Deirdré L. Webster Cobb
Chairperson
Civil Service Commission

Inquiries
and
Correspondence

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

c: Naeem Syed (with blank application enclosed)
Cosmo Cirillo
Kelly Glenn
Records Center

Title:		Symbol:		SS#:		
17. EDUCATIONAL SECTION — COLLEGE AND GRADUATE SCHOOL List any colleges, universities, and graduate schools you have attended. If it is required in the job announcement, be sure to attach a copy of your transcript or a list of courses, course descriptions, and credits completed. If you have not yet fulfilled the educational requirements but expect to within 4 months of the closing date, please indicate the month and year of anticipated completion. Foreign degrees/transcripts must be evaluated by a recognized evaluation service.						
What is the name and location of the college(s) you attended?	What yrs. did you attend? From: _____ To: _____	What was your major course of study?	What type of degree did you earn?	Did you graduate? <input type="checkbox"/> Y <input type="checkbox"/> N	If NO, when will you graduate? _____ Month / Year	Number of credits earned?
	From: _____ To: _____			<input type="checkbox"/> Y <input type="checkbox"/> N	_____ Month / Year	
18. OTHER SCHOOLS OR TRAINING COURSES — Include business, vocational, technical, and military schools you have attended that are related to the title for which you are applying. If it is not a full-time curriculum, be specific as to the number of hours attended.						
What is the name & location of school/facility where course(s)/training was held?	What subjects or courses did you take?	What were the dates you attended? Month/Yr. TO Month/Yr.	How many hours per week did you attend?	Did you complete the program? <input type="checkbox"/> Y <input type="checkbox"/> N		
		Month/Yr. TO Month/Yr.		<input type="checkbox"/> Y <input type="checkbox"/> N		
19. Use this space to describe any internships, licenses, certifications or registrations that you possess which are related to the position for which you are applying.						
What type of license(s), certification(s), and/or registration(s) do you hold? In which state(s) do you hold the license(s), certification(s), and/or registration(s)? What was the original issue date of the license(s), certification(s), and/or registration(s)? What is the date of your current license(s), certification(s), and/or registration(s)?			What type of internship(s) have you completed? Where was the internship(s) completed? What were the dates of the internship(s)? How many hours per week did you take part in the internship? Was it part of a college curriculum? <input type="checkbox"/> Y <input type="checkbox"/> N			
20. EMPLOYMENT RECORD — You may be declared ineligible or you may not receive proper credit for scoring purposes if you do not properly complete your application. If you held different positions with the same employer, list each position separately. Make sure you give full dates of employment (month/year), indicate whether the job was full or part time, and the number of hours worked per week. Since your application may be your only "test paper," be sure it is complete and accurate. Failure to complete your application properly may cause you to be declared ineligible, lower your score, or possibly cause you to fail. If more space is needed, attach separate sheets.						
A What is the name and address of your current employer? What dates have you been employed in this position? From _____ To _____ Month/Year Month/Year	What is your title in this position? Is this position: <input type="checkbox"/> FULL TIME? <input type="checkbox"/> PART TIME? (Average No. hrs. per wk.) _____ How many staff members do you supervise? Professional Staff _____ Support Staff _____	What duties do you perform in this position that are relevant to the position for which you are applying? _____ _____				
B What is the name and address of your previous employer? What dates were you employed in this position? From _____ To _____ Month/Year Month/Year	What was your title in this position? Was this position: <input type="checkbox"/> FULL TIME? <input type="checkbox"/> PART TIME? (Average No. hrs. per wk.) _____ How many staff members did you supervise? Professional Staff _____ Support Staff _____	What duties did you perform in this position that are relevant to the position for which you are applying? _____ _____				
C What is the name and address of your previous employer? What dates were you employed in this position? From _____ To _____ Month/Year Month/Year	What was your title in this position? Was this position: <input type="checkbox"/> FULL TIME? <input type="checkbox"/> PART TIME? (Average No. hrs. per wk.) _____ How many staff members did you supervise? Professional Staff _____ Support Staff _____	What duties did you perform in this position that are relevant to the position for which you are applying? _____ _____				

INSTRUCTIONS

INSTRUCTIONS FOR COMPLETING THE OPEN COMPETITIVE APPLICATION FORM (READ ALL INSTRUCTIONS CAREFULLY BEFORE COMPLETING YOUR APPLICATION FORM)

1. FEE EXEMPTION: If you are currently receiving General Assistance (welfare), Temporary Assistance for Needy Families (T.A.N.F. previously AFDC), or Supplemental Security Income (SSI), you are exempt from submitting the fee. Indicate the type of assistance you are receiving and enclose the required proof.

2. PAYMENT METHOD: Unless you are exempt as indicated above in #1, a **\$25.00** fee is required for filing your application form. Veterans may pay a reduced fee of \$15.00. See #11 below. Send a check or money order only, payable to NJCSC. **Do not send cash. Staple payment to the application.**

NOTE: Any check returned for insufficient funds will result in the disqualification from the selection process.

3, 4 & 5. Use capital (uppercase) letters to print your last name, first name and middle initial (if any).

6. SOCIAL SECURITY NUMBER: Your Social Security number will be kept confidential and used as your applicant I.D. number to identify correctly and track all of your records and transactions associated with the application and testing process. Collecting this data is permissible under NJSA 11A:4-1, but its submission is voluntary. If you do not provide the number, a unique number will be assigned to you. However, once assigned, you will be responsible for remembering it for any inquiries you may have concerning your application or testing process.

7. RESIDENCY CODE: If you do not live in New Jersey, enter 0000. If you live in New Jersey, enter your 4-digit residency code from the list of Residency Codes. First, find the county, and then the specific town, borough, city, or township in which you reside. Copy the corresponding code into these boxes. **Caution:** this might not be the same as your mailing address. **Failure to complete this code properly may cause you to be rejected for this examination, so please re-check this code for accuracy.**

8. Enter your daytime area code and telephone number.

9. U.S. Citizen: Check box 'Y' if you are a United States citizen and 'N' if you are not a United States citizen.

10a. MAILING ADDRESS: Clearly print your complete mailing address in capital (uppercase) letters.

CITY: Print the name of the city in your mailing address.

STATE: Enter the two-letter abbreviation of the state in your mailing address.

ZIP CODE: Enter the 5-digit (or 9-digit, if known) zip code in your mailing address.

10b. E-MAIL ADDRESS: Clearly print your personal e-mail address, if any.

11. VETERANS PREFERENCE: Check **YES** if you are claiming veterans preference for this examination. If you have established veterans preference since April 1, 1980, no further action is needed. Otherwise, complete a veterans preference claim form and include the required documents. Claim forms are available on our web site at www.state.nj.us/csc and at our office at 44 S. Clinton Avenue, Trenton, NJ. Completed forms should be mailed to the Department of Military and Veterans' Affairs (DMAVA). For more information, visit their web site at www.state.nj.us/military or contact them at 1-888-865-8387. **Note:** In accordance with Public Law 2010 c.26, Veterans pay a reduced application fee of \$15.00 if they have previously established Veterans Preference with the DMAVA (as defined by N.J.S.A. 11A:5-1 et seq.), or your claim is approved by DMAVA at least 8 days prior to the DPF-47 Ins. 07-15-10

issuance of this eligibility list.

For more information, you may visit their web site at www.state.nj.us/military or contact them at 1-888-865-8387.

12. ADA ASSISTANCE: Check the box if you would like to be contacted regarding auxiliary aid or reasonable accommodation in taking this examination in accordance with the Americans with Disabilities Act.

13. TEST LOCATION PREFERENCE: Check the box indicating the county in which you would like to be scheduled to take an examination if one is required.

14. WORK LOCATION PREFERENCES: Complete only for State positions, i.e. symbols which begin with the letter "S." Check the box(es) for all counties in which you will accept employment.

15. BACKGROUND DATA: Check the box indicating the group of which you are a member; indicate your sex. **Important: submission of this information is voluntary.** You should also indicate the highest level of education that you will have completed within the next four months.

16. SIGNATURE/DATE: Sign and date the application after carefully reading the certification statement. Use a 4-digit year in the date.

17. EDUCATIONAL SECTION: Provide all educational information requested. List all colleges, universities, and graduate schools that you have attended. If you have not yet fulfilled requirements for graduation, but anticipate doing so within the next four months, indicate the month and year of anticipated graduation. If a specific degree or a specific number of credits in a given subject area is required, you must attach a copy of your college transcript or a list of the specific courses that you have taken that meet the requirement. Failure to provide this information may result in ineligibility. **If your degree was earned outside of the United States, you MUST attach a copy of an evaluation performed by a recognized evaluation service.**

18. OTHER SCHOOLS OR TRAINING COURSES: Include business, vocational, technical, and service schools you have attended that are related to the title for which you are applying.

19. INTERNSHIPS/LICENSES/CERTIFICATIONS/REGISTRATIONS: Provide the information requested as it relates to your qualifications for this position. This may include any internships, licenses, certifications, or registrations that you possess which are related to the position for which you are applying. If a specific license, certification, or registration is a requirement of the position, **attach a copy of your license, certification, or registration** to this application. Failure to do so may result in ineligibility.

20. EMPLOYMENT RECORD: Include all experience which qualifies you for this position. Refer to the specific requirements listed for each examination announcement. You must meet or exceed all listed requirements prior to the announcement closing date to be admitted to the examination.

Mail Completed Applications along with the \$25.00 application fee or proof of exemption to:

New Jersey Civil Service Commission
OC Application Processing Unit
PO Box 321
Trenton, NJ 08625-0321

Residency Codes

Enter the appropriate four-digit number on the application.

Municipality	Code	Municipality	Code	Municipality	Code	Municipality	Code
Atlantic County		Rivervale Twp	0253	Haddon Heights Boro	0418	Gloucester County	
Absecon City	0101	Rochelle Park Twp	0254	Hi Nella Boro	0419	Clayton Boro	0801
Atlantic City	0102	Rockleigh Boro	0255	Lancet Springs Boro	0420	Deptford Twp	0802
Brigantine City	0103	Rutherford Boro	0256	Lawnside Boro	0421	East Greenwich Twp	0803
Buena Boro	0104	Saddle Brook Twp	0257	Lindenwold Boro	0422	FK Twp	0804
Buena Vista Twp	0105	Saddle River Boro	0258	Magnolia Boro	0423	Franklin Twp	0805
Corbin City	0106	South Hackensack Twp	0259	Merchantville Boro	0424	Glassboro Boro	0806
Egg Harbor City	0107	Teaneck Twp	0260	Mount Ephraim Boro	0425	Greenwich Twp	0807
Egg Harbor Twp	0108	Tenafly Boro	0261	Oaklyn Boro	0426	Harrison Twp	0808
Estell Manor City	0109	Teterboro Boro	0262	Pennsauken Twp	0427	Logan Twp	0809
Folsom Boro	0110	Upper Saddle River Boro	0263	Pine Hill Boro	0428	Mantua Twp	0810
Galloway Twp	0111	Waldwick Boro	0264	Pine Valley Boro	0429	Monroe Twp	0811
Hamilton Twp	0112	Wallington Boro	0265	Ranunciate Boro	0430	National Park Boro	0812
Hammonton Town	0113	Washington Twp	0266	Somerdale Boro	0431	Newfield Boro	0813
Linwood City	0114	Westwood Boro	0267	Stratford Twp	0432	Paulsboro Boro	0814
Longport Boro	0115	Woodcliff Lake Boro	0268	Tavistock Boro	0433	Patman Boro	0815
Margate City	0116	Wood-Ridge Boro	0269	Voorhees Twp	0434	South Harrison Twp	0816
Mullica Twp	0117	Wyckoff Twp	0270	Waterford Twp	0435	Swedesboro Boro	0817
Northfield City	0118	Burlington County		Winslow Twp	0436	Washington Twp	0818
Pleasantville City	0119	Bass River Twp	0301	Woodlyme Boro	0437	Wenonah Boro	0819
Port Republic City	0120	Beverly City	0302	Cape May County			
Somers Point City	0121	Bordentown City	0303	Avalon Boro	0501	West Deptford Twp	0820
Ventnor City	0122	Bordentown Twp	0304	Cape May City	0502	Westville Boro	0821
Weymouth Twp	0123	Burlington City	0305	Cape May Point Boro	0503	Woodbury City	0822
Bergen County		Burlington Twp	0306	Dennis Twp	0504	Woodbury Heights Boro	0823
Allendale Boro	0201	Chesterfield Twp	0307	Lower Twp	0505	Woolwich Twp	0824
Alpine Boro	0202	Cinnaminson Twp	0308	Middle Twp	0506	Hudson County	
Bergenfield Boro	0203	Delanco Twp	0309	North Wildwood City	0507	Bayonne City	0901
Bogota Boro	0204	Delran Twp	0310	Ocean City	0508	East Newark Boro	0902
Carlstadt Boro	0205	Eastampton Twp	0311	Sea Isle City	0509	Guttenberg Town	0903
Cliffside Park Boro	0206	Edgewater Park Twp	0312	Stone Harbor Boro	0510	Harrison Town	0904
Closter Boro	0207	Evesham Twp	0313	Upper Twp	0511	Hoboken City	0905
Cresskill Boro	0208	Fieldsboro Boro	0314	West Cape May Boro	0512	Jersey City	0906
Demarest Boro	0209	Florence Twp	0315	West Wildwood Boro	0513	Kearny Town	0907
Dumont Boro	0210	Hainesport Twp	0316	Wildwood City	0514	North Bergen Twp	0908
East Rutherford Boro	0212	Lumberton Twp	0317	Wildwood Crest Boro	0515	Secaucus Town	0909
Edgewater Boro	0213	Mansfield Twp	0318	Woodbine Boro	0516	Union City	0910
Elmwood Park Boro	0214	Maple Shade Twp	0319	Cumberland County			
Emerson Boro	0214	Medford Twp	0320	Bridgeton City	0601	West New York Town	0912
Englewood City	0215	Medford Lakes Boro	0321	Commercial Twp	0602	Hunterdon County	
Englewood Cliffs Boro	0216	Moorestown Twp	0322	Deerfield Twp	0603	Alexandria Twp	1001
Fair Lawn Boro	0217	Mount Holly Twp	0323	Downe Twp	0604	Bedford Twp	1002
Fairview Boro	0218	Mount Laurel Twp	0324	Fairfield Twp	0605	Bloomsbury Boro	1003
Fort Lee Boro	0219	New Hanover Twp	0325	Greenwich Twp	0606	Califon Boro	1004
Franklin Lakes Boro	0220	North Hanover Twp	0326	Hopewell Twp	0607	Clinton Town	1005
Garfield City	0221	Palmyra Boro	0327	Lawrence Twp	0608	Clinton Twp	1006
Glen Rock Boro	0222	Pemberton Boro	0328	Maurice River Twp	0609	Delaware Twp	1007
Hackensack City	0223	Pemberton Twp	0329	Millville City	0610	East Amwell Twp	1008
Harrington Park Boro	0224	Riverside Twp	0330	Shiloh Boro	0611	Flemington Boro	1009
Hasbrouck Heights Boro	0225	Riverton Boro	0331	Stow Creek Twp	0612	Franklin Twp	1010
Haworth Boro	0226	Shamong Twp	0332	Upper Deerfield Twp	0613	Frenchtown Boro	1011
Hillsdale Boro	0227	Southampton Twp	0333	Vineland City	0614	Glen Gardner Boro	1012
Hohokus Boro	0228	Springfield Twp	0334	Essex County			
Leonia Boro	0229	Tabernacle Twp	0335	Bellefonte Twp	0701	Hampton Boro	1013
Little Ferry Boro	0230	Washington Twp	0336	Bloomfield Twp	0702	High Bridge Boro	1014
Lodi Boro	0231	Westampton Twp	0337	Caldwell Boro	0703	Holland Twp	1015
Lyndhurst Twp	0232	Willingboro Twp	0338	Cedar Grove Twp	0704	Kingwood Twp	1016
Mahwah Twp	0233	Woodland Twp	0339	East Orange City	0705	Lambertville City	1017
Maywood Boro	0234	Wrightstown Boro	0340	Essex Twp	0706	Lebanon Boro	1018
Midland Park Boro	0235	Camden County		Fairfield Twp	0707	Lebanon Twp	1019
Montvale Boro	0236	Audubon Boro	0401	Glen Ridge Boro	0708	Milford Boro	1020
Moanachie Boro	0237	Audubon Park Boro	0402	Irvington Twp	0709	Rantam Twp	1021
New Milford Boro	0238	Barrington Boro	0403	Maplewood Twp	0711	Readington Twp	1022
North Arlington Boro	0239	Bellmawr Boro	0404	Milburn Twp	0712	Stockton Boro	1023
Northvale Boro	0240	Berlin Boro	0405	Montclair Twp	0713	Fewksbury Twp	1024
Norwood Boro	0241	Berlin Twp	0406	Newark City	0714	Union Twp	1025
Oakland Boro	0242	Brooklawn Boro	0407	North Caldwell Boro	0715	West Amwell Twp	1026
Old Tappan Boro	0243	Camden City	0408	Nutley Twp	0716	Mercer County	
Oradell Boro	0244	Cherry Hill Twp	0409	Orange City Twp	0717	East Windsor Twp	1101
Palisades Park Boro	0245	Chesilhurst Boro	0410	Roseland Boro	0718	Ewing Twp	1102
Paramus Boro	0246	Clementon Boro	0411	South Orange Village Twp	0719	Hamilton Twp	1103
Park Ridge Boro	0247	Collingswood Boro	0412	Verona Twp	0720	Hightstown Boro	1104
Ramsey Boro	0248	Gibbsboro Boro	0413	West Caldwell Twp	0721	Hopewell Boro	1105
Ridgefield Boro	0249	Gloucester City	0414	West Orange Twp	0722	Hopewell Twp	1106
Ridgefield Park Village	0250	Gloucester Twp	0415	Gloucester County			
Ridgewood Twp	0251	Haddon Twp	0416	Clayton Boro	0801	Lawrence Twp	1107
River Edge Boro	0252	Haddonfield Boro	0417	Deptford Twp	0802	Pennington Boro	1108
				East Greenwich Twp	0803	Princeton Boro	1109
				FK Twp	0804	Princeton Twp	1110
				Franklin Twp	0805		
				Glassboro Boro	0806		
				Greenwich Twp	0807		
				Harrison Twp	0808		
				Logan Twp	0809		
				Mantua Twp	0810		
				Monroe Twp	0811		
				National Park Boro	0812		
				Newfield Boro	0813		
				Paulsboro Boro	0814		
				Patman Boro	0815		
				South Harrison Twp	0816		
				Swedesboro Boro	0817		
				Washington Twp	0818		
				Wenonah Boro	0819		
				West Deptford Twp	0820		
				Westville Boro	0821		
				Woodbury City	0822		
				Woodbury Heights Boro	0823		
				Woolwich Twp	0824		
				Hudson County			
				Bayonne City	0901		
				East Newark Boro	0902		
				Guttenberg Town	0903		
				Harrison Town	0904		
				Hoboken City	0905		
				Jersey City	0906		
				Kearny Town	0907		
				North Bergen Twp	0908		
				Secaucus Town	0909		
				Union City	0910		
				Weehawken Twp	0911		
				West New York Town	0912		
				Hunterdon County			
				Alexandria Twp	1001		
				Bedford Twp	1002		
				Bloomsbury Boro	1003		
				Califon Boro	1004		
				Clinton Town	1005		
				Clinton Twp	1006		
				Delaware Twp	1007		
				East Amwell Twp	1008		
				Flemington Boro	1009		
				Franklin Twp	1010		
				Frenchtown Boro	1011		
				Glen Gardner Boro	1012		
				Hampton Boro	1013		
				High Bridge Boro	1014		
				Holland Twp	1015		
				Kingwood Twp	1016		
				Lambertville City	1017		
				Lebanon Boro	1018		
				Lebanon Twp	1019		
				Milford Boro	1020		
				Rantam Twp	1021		
				Readington Twp	1022		
				Stockton Boro	1023		
				Fewksbury Twp	1024		
				Union Twp	1025		
				West Amwell Twp	1026		
				Mercer County			
				East Windsor Twp	1101		
				Ewing Twp	1102		
				Hamilton Twp	1103		
				Hightstown Boro	1104		
				Hopewell Boro	1105		
				Hopewell Twp	1106		
				Lawrence Twp	1107		
				Pennington Boro	1108		
				Princeton Boro	1109		
				Princeton Twp	1110		

