



STATE OF NEW JERSEY

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

In the Matter of Eneida Rodriguez,
Assistant Assessor (M02235W),
Trenton

Examination Appeal

CSC Docket No. 2020-206

ISSUED: September 12, 2019 (RE)

Eneida Rodriguez appeals the determination of the Division of Agency Services (Agency Services) which found that she did not meet the experience requirements for the open competitive examination for Assistant Assessor (M2235W), Trenton.

The subject examination announcement was issued with a closing date of December 5, 2018. The examination was open to residents of Trenton, Mercer County, contiguous counties, and New Jersey who met the announced requirements of one year of experience in assessing or appraising residential, commercial, and/or industrial real property. The appellant was found to be below minimum requirements in experience. It is noted that four candidates appear on the eligible list, which has been certified once but has not yet been disposed.

The appellant listed one position on her application, provisional Assistant Assessor. Official records indicate that her prior position was Account Clerk in the noncompetitive division. As such, she was credited with nine months of applicable experience in this position, and thus was found to be lacking three months of qualifying experience.

On appeal, the appellant states that she is a provisional Assistant Assessor, and has been with the Assessor's office since September 2015. She indicates that she has successfully completed the Property Tax Administration Part 2 course at Rutgers University, and other related seminars and courses. In addition, she supplied a resume with additional positions.

CONCLUSION

N.J.A.C. 4A:4-2.3(b) provides that applicants shall meet all requirements specified in the open competitive examination announcement by the closing date.

N.J.A.C. 4A:4-2.1(f) provides that an application may only be amended prior to the announced closing date.

In the instant matter, based on the information available to Agency Services, it appropriately found that the appellant was not qualified for the subject title based on her failure to meet the experience requirements. She listed one position, Assistant Assessor, and received credit for that position. Pursuant to *N.J.A.C.* 4A:4-2.1(f), any documentation indicating work in any setting that was not previously listed on an application or resume cannot be considered after the closing date. See *In the Matter of Joann Burch, et al.* (MSB, decided August 21, 2003) and *In the Matter of Rolanda Alphonso, et al.* (MSB, decided January 26, 2005). There was no substitution clause of education for the required experience, and possession of certifications and continuing education credits have no bearing on this matter.

In any event, a review of the appellant's resume does not support that she meets the announced requirements as, aside from the fact that the appellant did not provide all required information for each position, none of her prior positions have the required experience as the primary focus. This examination is competitive with four admitted candidates and the appellant lacks three months of qualifying experience as of the December 2018 closing date.

An independent review of all material presented indicates that the decision of Agency Services that the appellant did not meet the announced requirements for eligibility by the closing date is amply supported by the record. The appellant provides no basis to disturb this decision. Thus, the appellant has failed to support her 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 10th DAY OF SEPTEMBER, 2019



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