



STATE OF NEW JERSEY

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

In the Matter of Sara Jena, Senior
Repairer (PS0318H), Department of
Human Services

CSC Docket No. 2019-1727

Examination Appeal

ISSUED: February 13, 2020 (RE)

Sara Jena appeals the determination of the Division of Agency Services (Agency Services) which found that she did not meet the minimum requirements in experience for the promotional examination for Senior Repairer (PS0318H), Department of Human Services.

The subject examination had a closing date of August 21, 2019 and was open to employees in the non-competitive division who had an aggregate of one year of continuous permanent service as of the closing date in the title Repairer and who met the open competitive requirements. These requirements were two years of experience in work involving the inspection, repair and general maintenance of household, office and other equipment, fixtures, fittings, appliances, machinery, furnishings, and buildings. Eight candidates appeared on the eligible list, which was certified, and all were appointed.

The appellant listed three positions on her application and resume: Repairer, Sales Associate (overlaps with positions 1 and 3, no hours given), and Visitor Services Representative. Official records indicate that the appellant was a Institutional/Building Support Services IFPTE and Protective Services IFPTE for a portion of the time that she indicated she was a Repairer. The appellant was credited with one year, eleven months of experience in her Repairer position, and she was found to be lacking one month of applicable experience. On appeal, the appellant submits a more detailed description of her duties.

CONCLUSION

N.J.A.C. 4A:4-2.6(a) provides that applicants shall meet all requirements specified in the promotional examination announcement by the closing date. *N.J.A.C.* 4A:1-1.2(c) states that the Commission may relax a rule for good cause in particular situations, on notice to affected parties, in order to effectuate the purposes of Title 11A, New Jersey Statutes.

A review of the appellant's application reveals that the decision by Agency Services, denying the appellant's admittance to the subject examination since she does not possess the required experience, was correct. She received credit for her experience as a Repairer, however, she could not receive credit for her remaining experience, as the experience did not have the inspection, repair and general maintenance of household, office and other equipment, fixtures, fittings, appliances, machinery, furnishings, and buildings as the primary focus of the positions. Nonetheless, the eligible list was exhausted, and the appellant has accrued at least an additional six months of full-time experience since the August 2019 closing date. Based on the circumstances presented, good cause has been established to relax the provisions of *N.J.A.C.* 4A:4-2.6(a) to accept the appellant's additional experience beyond the closing date and admit her to the examination for prospective appointment consideration.

ORDER

Therefore, it is ordered that this appeal be granted, and the appellant's application be 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 12th DAY OF FEBRUARY, 2020



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