



Mr. Reed indicated listed one position on his application, Fire Official (part-time, 10 hours per week). He was credited with 1 year, 11 months (prorated to full-time) for this experience, and found to be lacking 3 years, 1 month of required experience.

On appeal Mr. Reed provided information regarding another position which was not listed on his application, that of volunteer with Hightstown Engine Company #1 for 17 years, and he provided a letter from the Chief with this information, and a copy of a Fire Official certificate. Commission staff responded that, pursuant to *N.J.A.C. 4A:4-2.1(f)*, any supplemental information received after the closing date cannot be considered. Aside from the fact that he did not provide all of the requested information for this position, such as the number of hours worked per week, specific duties, and employer and supervisor information, this is considered to be supplemental information, and cannot be accepted after the closing date.

The appellant replied that the application was not specific as to where to put volunteer experience. He states that his volunteer experience alone meets the requirements. He provided the name and phone number of his supervisor, his duties were "doing inspections and fire investigations," and his hours vary from week to week but "could be 10-15 hours per week." He provides copies of certificates in the Basic Course for Arson Investigators, Fire and Explosion Investigator, and Vehicle Fire Investigator.

*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.

## CONCLUSION

The appellant was correctly deemed to be ineligible for the subject examination since he lacked three years, one month of required experience. The appellant received credit for the position listed on the application. However, he had other positions but did not properly complete his application and list them. The online application guide, available to all candidates on the Commission's website, instructs candidates to "Provide **all** employment information (not just your current employment information). If you have multiple experiences, make sure that you provide each one separately." The application does not differentiate between paid and volunteer experience. The instructions in the Employment Record state, "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. If you are currently employed in this position,

enter the current month and year in the Employed To section. 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." Prior to proceeding to the payment section, applicants were required to click "yes" to certify that the information provided in the application is complete and accurate. Clicking "yes" also indicates that the applicant understands that once the electronic application is submitted, no changes can be made to it, and any changes or additional information should be mailed to the Commission by the announcement closing date. If the applicant clicks "no," he or she is returned to the main menu and the application is not processed. The appellant had to have clicked "yes" to this certification in order to have his application processed.

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). In addition to being work not previously listed on his application, his submission on appeal is inadequate to quantify the position, as he does not provide an average number of hours worked per week. Additionally, possession of certifications does not indicate possession of the required experience. The appellant possesses the required current and valid Fire Official certificate issued by the New Jersey Department of Community Affairs. Nevertheless, the Civil Service Commission is an agency independent of the Department of Community Affairs, the Department of Law and Public Safety, or the National Association of Fire Investigators, International. How these agencies determine whether or not the applicant is eligible for a given certification is not under the purview of the Civil Service Commission. It is the responsibility of each candidate to properly complete their application, and they were given sufficient instructions to do so both in the on-line application and in the User Guide. Mr. Reed did not do so, and he fails to meet the announced experience requirements.

The appellant was denied admittance to the subject examination since he lacked the minimum requirements in experience. An independent review of all material presented indicates that the decision of DAS, 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 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 5<sup>th</sup> DAY OF NOVEMBER, 2015

  
\_\_\_\_\_  
Robert M. Czech  
Chairperson  
Civil Service Commission

Inquiries  
and  
Correspondence

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

c: Chad Reed  
Kelly Glenn  
Joseph Gambino