

## STATE OF NEW JERSEY

In the Matter of Kiyra Jones-Thompson, Classification Officer Apprentice (S0424T), Statewide

CSC Docket No. 2016-1027

FINAL ADMINISTRATIVE
ACTION OF THE
CIVIL SERVICE COMMISSION

**Examination Appeals** 

ISSUED: NOV 1 0 2015

(RE)

Kiyra Jones-Thompson appeals the determination of the Division of Agency Services (DAS) which found that she did not meet the education requirements for the open competitive examination for Classification Officer Apprentice (S0424T), Statewide.

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The subject examination announcement was issued with a closing date of July 1, 2015, and was open to residents of New Jersey who met the educational requirements of possession of a Bachelor's degree, including or supplemented by 24 semester-hour credits in a combination of any of the following areas: Criminal Justice, Legal Research, Law, Sociology, Psychology, or other related disciplines of behavioral or social sciences. The appellant was found to be below the minimum requirements in education. One hundred twenty nine candidates passed the examination and appear on the eligible list, which has not yet been certified.

On her application, Ms. Jones-Thompson indicated that she possessed 54 credits and she listed one position on her application, Clerk. As she did not possess a Bachelor's degree, she was found to be below the minimum requirements in education. On appeal, the appellant provided a transcript indicating that she possessed 41 college credits, which included the supplemental 24 semester hour credits and she argued that her employment could substitute for any additional credits.

Commission staff responded that the announcement did not provide for the substitution of experience for education. All eligible candidates were required to

possess a Bachelor's degree and, if necessary, the supplemental semester hour credits, and possession only of the supplemental semester credits is insufficient to establish eligibility for the examination.

In response, the appellant provided a copy of the announcement and stated that "a degree can be supplemented by 24 semester hour credits."

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 on the basis of not meeting the education requirements. The announcement clearly indicated that candidates must meet the requirements, and that failure to provide a transcript would result in ineligibility. The appellant was required to possess a Bachelor's degree, and the 24 credits in specific areas of study either could be part of the degree or supplement the degree, by the closing date, July 1, 2015. This is very competitive examination, with 129 names on the eligible list. There is no substitution clause of experience for education, and the 24 supplemental credits are not a substitute for possession of a Bachelor's degree.

A thorough review of appellant's application reveals that the determination of DAS, denying appellant's admittance to the subject examination due to the fact that she did not possess the announced requirements for eligibility by the examination 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 5th DAY OF NOVEMBER, 2015

Robert M. Czech
Chairperson

Civil Service Commission

Inquiries and

Correspondence

Henry Maurer

Director

Division of Appeals and Regulatory Affairs

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c: Kiyra Jones-Thompson Kelly Glenn

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