B-31



## STATE OF NEW JERSEY

Patrice Antonucci, Comptroller (M0889S), Long Branch

CSC Docket No. 2015-2559

## FINAL ADMINISTRATIVE ACTION OF THE CIVIL SERVICE COMMISSION

**Examination Appeal** 

ISSUED:

MAY 0 8 2015

(EG)

Patrice Antonucci appeals the determination of the Division of Agency Services (Agency Services) that she did not meet the experience requirements for the open competitive examination for Comptroller (M0889S), Long Branch.

The open competitive examination was announced with specific requirements which had to be met as of the announced closing date of November 26, 2014. The required education was a Bachelor's degree including or supplemented by 21 credits in accounting subjects. The required experience was five years of professional accounting experience in work involving the installation, operation, and keeping of a large-scale system of accounts. It is noted that the examination was cancelled due to a lack of qualified applicants.

A review of official records, in conjunction with the appellant's application, indicates that she has served provisionally in the subject title from August 26, 2014 through the present. In reviewing the appellant's application, Agency Services found that the appellant met the education requirement. Additionally, it determined that her four months of experience as a provisional in the title under test was applicable for the subject examination. However, as the appellant failed to list any other positions on her application or attach a resume, Agency Services found that she was lacking four years and eight months of experience.

On appeal, the appellant contends that the online application system did not permit her to enter more than one job. Additionally, she contends that she has worked for 17 years in a Public Accounting firm and has experience conducting audits, compiling financial statements, and implementing and maintaining general ledger systems.

## 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. Additionally, N.J.A.C. 4A:4-2.1(f) states that an applicant may amend an application prior to the announced closing date. N.J.A.C. 4A:4-6.3(b) provides that appellants have the burden of proof in examination and selection disqualification appeals. Further, N.J.A.C. 4A:1-1.2(c) provides that the Civil Service Commission may relax a rule for good cause in a particular circumstance in order to effectuate the purposes of Title 11A, New Jersey Statutes.

Initially, the Civil Service Commission notes that the online application process is automated and provides instructions to candidates on how to properly complete their applications. Upon a candidate saving the first work experience entered, a screen is presented in which the option to add more experience is indicated. In addition, an Online Application System User Guide is available on the Civil Service Commission's website.

In the instant matter, Agency Services correctly determined that the appellant did not demonstrate five years of relevant experience on her original application due to her failure to properly indicate her experience on the application. On appeal, the appellant has argued that she possesses over 17 years of applicable experience, almost all of which was omitted from her original application. This would provide the appellant with sufficient applicable experience for the subject examination. Such a significant addition to the application after the closing date is considered amended information, which is generally not permitted under N.J.A.C. 4A:4-2.1(f). However, since the subject examination was cancelled due to a lack of eligible applicants and admitting the appellant to the examination would enable the appointing authority to effect a permanent appointment, good cause exists to relax the provisions of N.J.A.C. 4A:4-2.3(b) and N.J.A.C. 4A:4-2.1(f), and accept the appellant's amended information on appeal, for eligibility purposes only, and admit her to the subject examination. Finally, the appellant is cautioned that, in the future, she must fully complete any examination application.

## ORDER

Therefore, it is ordered that this appeal be granted, the cancellation of the examination be rescinded and Patrice Antonucci'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 6TH DAY OF MAY, 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: Patrice Antonucci

Howard H. Woolley, Jr.

Kelly Glenn