

B-13



STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION
OF THE
CIVIL SERVICE COMMISSION

In the Matter of Sheneequa Ming,
Senior Clerk (PS9475F), Department
of Education

Examination Appeal

CSC Docket No. 2015-3092

AUG 08 2015

ISSUED:

(SLK)

Sheneequa Ming appeals the determination of the Division of Agency Services (Agency Services) that she was below the minimum requirements in experience for the promotional examination for Senior Clerk (PS9475F), Department of Education.

The examination at issue was announced with specific requirements that had to be met as of the December 22, 2014 closing date (see attached). A total of six employees applied for the subject examination and three were deemed eligible. Certification PS150672 was issued containing the names of the three eligibles and one eligible was appointed. The list expires on May 6, 2018.

On Ms. Ming's application, she indicated that she was a Clerk from March 2014 to the December 22, 2014 closing date. Agency Services credited the appellant for her 10 months of experience as a Clerk, but determined that she lacked two months of experience.

On appeal, Ms. Ming presents that within the office of Adult Education, she assures statewide compliance to nationally established Adult Education testing standards, provides technical support to Adult Education testing sites, works with test vendors and test centers to ensure smooth operation of the testing program, generates official GED transcripts for verification, assists with conferences and meetings, responds to phone and written requests in an expedited fashion, and records and processes checks for Licensing and Certifications.

CONCLUSION

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

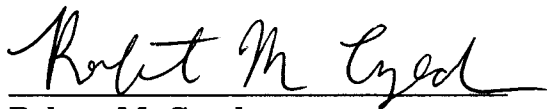
Based on her application, Agency Services correctly determined that Ms. Ming did not meet the required experience as of the December 22, 2014 closing date as she lacked two months of experience. However, the record evidences that the list is incomplete as one eligible has been appointed and only two names remain on the eligible list. Further, the appellant continues to serve in the next lower in-series title of Clerk and has gained the additional experience after the closing date to satisfy that requirement. Therefore, under these circumstances, good cause exists to relax the provisions of *N.J.A.C.* 4A:4-2.6(a) and accept Ms. Ming's experience after the closing date, for eligibility purposes, and admit her to the subject examination.

ORDER

Therefore, it is ordered that the appeal be granted, and Shenequa Ming's application be processed for prospective employment opportunities only.

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 29th DAY OF JULY, 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

Attachment

**c: Shenequa Ming
 Kelly Glenn
 Joseph Gambino**



NEW JERSEY CIVIL SERVICE COMMISSION-STATE SERVICE
PROMOTIONAL ANNOUNCEMENT



\$25.00 PROCESSING FEE REQUIRED
Make Check/Money Order Payable to NJCSC

SYMBOL: **PS9475F**

WEIGHT CODE: *****

TITLE: **SENIOR CLERK**

SALARY: **\$29,192.00 - \$40,569.00**

ISSUE DATE: **December 01, 2014**

CLOSING DATE: **December 22, 2014**

TITLE CODE: **20043/LRRXR4**

CLASS CODE: **09**

DEPARTMENT: **EDA/EDUCATION**

UNIT SCOPE: **F775 Educational Programs**

**ONLY ON LINE APPLICATIONS
 WILL BE ACCEPTED
 FOR THIS ANNOUNCEMENT**

Open to employees in the non-competitive division who are currently serving in a title to which the announcement is open and have completed their working test period as of the closing date in the following title(s), and meet the requirements listed below:

Clerk

Experience: One (1) year of experience in general clerical work.

License: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle rather than employee mobility, is necessary to perform the essential duties of the position. The responsibility for ensuring at employees possess the required motor vehicle license, commensurate with the class and type of vehicles they operate, rests with the Appointing Authority.

IMPORTANT INFORMATION

1. NJAC 4A:4-2.6 states that all requirements listed, including assignment to the department and unit scope, must be met as of the closing date.
2. **YOU MUST COMPLETE YOUR APPLICATION IN DETAIL.** Your score may be based on a comparison of your credentials with the job requirements. Failure to complete your application properly may lower your score or cause you to fail.
3. This examination is open to full- and part-time permanent employees. If an employment list results from this announcement, it may be certified to fill full-time and part-time positions. If 35- and 40-hour positions are used within the unit scope, the resulting list may be used to fill either work week position.
4. NJAC 4A:4-1.5 states that any employee who is serving on a provisional basis and who fails to file for and take an examination which has been announced for his/her title **SHALL BE SEPARATED FROM THE PROVISIONAL TITLE.**
5. In accordance with Public Law 2010 c.26, **Veterans pay a reduced application fee of \$15.00** if they have previously established Veterans Preference with the DMAVA (as defined by N.J.S.A. 11A:5-1 et seq.), or your claim is approved by DMAVA at least 8 days prior to the issuance of this eligibility list. **PLEASE NOTE THIS REDUCED FEE DOES NOT APPLY TO PUBLIC SAFETY TITLES.**
6. **SPECIAL NOTE TO ALL APPLICANTS** Please make sure you are assigned to the unit scope indicated above. If you do not know your unit scope assignment, please contact your Human Resource Office. If you file an application for this announcement and you are not assigned to the unit scope indicated above, **YOU WILL BE FOUND INELIGIBLE FOR THIS EXAM AND YOUR APPLICATION FEE WILL NOT BE REFUNDED.**
7. If you are having difficulty submitting your application online, technical support and customer care are available during regular business hours, 8:00 a.m. to 4:00 p.m. EST, Monday - Friday, excluding holidays and emergency closings. Please Email: OAS.support@csc.state.nj.us or call (609) 292-4144. Please note that application support requests received outside regular business hours on the closing date will not change the application filing deadline so **PLEASE FILE EARLY.**

DPF-256A * Revised 03/09

