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STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION  
OF THE  
CIVIL SERVICE COMMISSION

In the Matter of Correction Officer  
Recruit (S9988R), Department of  
Corrections

Administrative Appeal

CSC Docket No. 2017-1997

ISSUED: **JAN 23 2017** (SLD)

The Department of Corrections (DOC) requests that the eligible list for Correction Officer Recruit (S9988R) be revived and extended.

By way of background, agency records indicate that the S9988R eligible list promulgated on May 23, 2013 and contained the names of 9,010 eligibles. It expired on May 22, 2015 and still contained the names of 8,989 eligibles. Thereafter, in *In the Matter of Correction Officer Recruit (S9988R), Department of Corrections* (CSC, decided June 3, 2015), the Civil Service Commission (Commission) granted DOC's request to revive and extend the S9988R eligible list until May 22, 2016 or until a new list became available, whichever occurred first. On July 23, 2015 the S9988T eligible list promulgated, containing the names of 7,783 eligibles. The S9988T eligible list expires on July 22, 2017. As a result, the S9988R eligible list was expired.

In the instant matter, the DOC requests that the S9988R eligible list be revived and extended to May 22, 2017 or until the new list promulgates. Specifically, the DOC asserts that all eligibles on the S9988T eligible list have been certified, and consequently, the list is exhausted. Although there are 246 candidates from the S9988T eligible list currently undergoing the pre-employment process, the DOC is short approximately 300 candidates to staff the next academy class scheduled to begin in March 2017. The DOC explains that the pre-employment process consists of four phases which takes approximately four months to complete, and only a limited number of eligibles are able to clear all portions of the process and accept a position. The DOC asserts that in an effort to be proactive,

it had contacted this agency well in advance of the closing date of the 2016 announcement for Correction Officer Recruit, and requested an expedited processing of the new eligible list. However, even with an earlier than anticipated promulgation date, it would be extremely difficult to process a sufficient number of candidates for the March 2017 academy class. Moreover, the DOC notes that it has identified 1,760 candidates on the S9988R eligible list who could be processed. Therefore, the DOC requests that the S9988R be revived and extended to allow it to process additional candidates.

It is noted that the Division of Agency Services (Agency Services) indicates its agreement with the DOC's request. Additionally, it notes that it is essential that the DOC maintain a current pool of eligibles to ensure the safe and operational effectiveness of its prisons.

### CONCLUSION

*N.J.S.A.* 11A:4-6 and *N.J.A.C.* 4A:4-3.3(b)1 provide that an eligible list may, for good cause, be extended prior to its expiration date, except no list shall have a duration of more than four years. In addition, *N.J.S.A.* 11A:4-6 and *N.J.A.C.* 4A:4-3.4 provide that an eligible list may be revived in order to implement a court order or decision of the Civil Service Commission in the event of a successful appeal instituted during the life of a list, to correct an administrative error, or for other good cause.

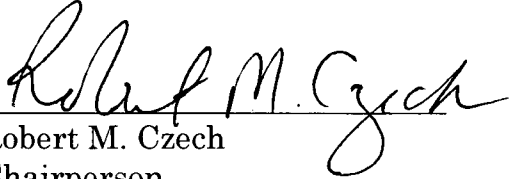
In the instant matter, the appointing authority requests that the Correction Officer Recruit (S9988R) eligible list be extended to May 22, 2017 or until the promulgation of a new eligible list in order to ensure that it may properly fill the March 2017 academy class. The filing of vacancies through permanent appointments from an active eligible list is preferable to making provisional appointments. Moreover, the DOC has exhausted the S9988T eligible list and there are eligibles remaining on the S9988R eligible list. Accordingly, good cause has been presented to revive and extend the Correction Officer Recruit (S9988R) eligible list until May 22, 2017, or until a new list promulgates, whichever occurs first.

### ORDER

Therefore, it is ordered that this request be granted and the eligible list for Correction Officer Recruit (S9988R) Department of Corrections, be revived and extended until May 22, 2017 or until a new eligible list promulgates, whichever occurs first.

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 18TH DAY OF JANUARY, 2017

A handwritten signature in cursive script, reading "Robert M. Czech", written over a horizontal line.

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