



STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION
OF THE
CIVIL SERVICE COMMISSION

In the Matter of Robert Zak,
Supervisor of Postal Services
(PS4152G), Department of
Environmental Protection

Examination Appeal

CSC Docket No. 2017-3827

ISSUED: OCT 06 2017 (SLK)

Robert Zak appeals the determination of the Division of Agency Services (Agency Services) that he was below the minimum requirements in experience for the promotional examination for Supervisor of Postal Services (PS4152G), Department of Environmental Protection.

The examination at issue was announced with specific requirements that had to be met as of the January 23, 2017 closing date (see attached). The appellant was the only employee who applied for the subject examination and he was deemed ineligible. Therefore, the examination was cancelled due to a lack of qualified applicants.

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. *N.J.A.C.* 4A:4-2.6(c) provides that, except when permitted for good cause, applicants for promotional examinations with open-competitive requirements may not use experience gained as a result of out-of-title work to satisfy the requirements for admittance to the examination or for credit in the examination process.

Initially, it is noted that Agency Services correctly determined that the appellant was not eligible for the subject examination. The appellant had two years and five months of applicable general and supervisory experience while serving

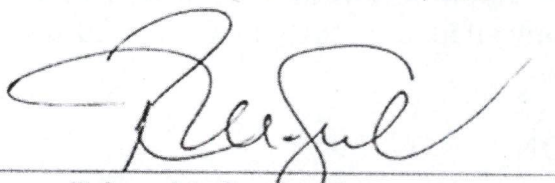
provisionally in the subject title from September 2014 to the January 23, 2017 closing date. However, the appellant's four years and three months of applicable general and supervisory experience as a Building Services Coordinator 1 from July 2010 to September 2014 was out-of-title. Further, the appellant's other experience in various positions as a postal clerk, stock clerk, and storekeeper as far back as September 1986 were not in the required area. Therefore, the appellant lacked two years and seven months of applicable general experience and seven months of applicable supervisory experience. However, Juliet Delvalle, Director, Division of General Services and Systems Coordination, confirmed that the appellant performed the required general and supervisory duties as a Building Services Coordinator 1 starting in July 2010 due to the death of a key employee and the inability to backfill positions due to the promotional freeze. Additionally, the examination was cancelled due to a lack of qualified candidates and the appellant continues to serve provisionally in the subject title. Accordingly, good cause is established to accept Mr. Zak's out-of-title work experience for eligibility purposes only, and admit him to the subject examination.

ORDER

Therefore, it is ordered that the appeal be granted, the cancellation of the examination be rescinded and Robert Zak'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 4th DAY OF OCTOBER, 2017





Robert M. Czedh, Chairperson
Civil Service Commission

Inquiries
and
Correspondence

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Attachment

c: Robert Zak
Robin Liebeskind
Kelly Glenn
Records Center

NEW JERSEY CIVIL SERVICE COMMISSION-STATE SERVICE PROMOTIONAL ANNOUNCEMENT	 New Jersey Civil Service Commission	Click here to file Online  Print \$25.00 PROCESSING FEE REQUIRED Make Check/Money Order Payable to NJCSC
SYMBOL: PS4152G TITLE: SUPERVISOR OF POSTAL SERVICES ISSUE DATE: January 01, 2017 TITLE CODE: 20205/MQRXR0	WEIGHT CODE: * SALARY: \$56,408.00 - \$80,019.00 CLOSING DATE: January 23, 2017 CLASS CODE: 22	
DEPARTMENT: EPA/ENVIRONMENTAL PROTECTION UNIT SCOPE: G245 Division of General Services and Systems Coordination		
Visit www.state.nj.us/csc And select "Job Announcements" to view this announcement and to file an application		
Open to employees in the competitive division who have an aggregate of one year of continuous permanent service as of the closing date in any competitive title and meet the requirements listed below:		
Experience: Five (5) years of experience in the operation of a large mailing section which shall have included three (3) years of experience in a supervisory capacity with the responsibility for the maintenance of records and accounts.		
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 that employees possess the required motor vehicle license, commensurate with the class and type of vehicles they operate, rests with the Appointing Authority.		
IMPORTANT INFORMATION		
<ol style="list-style-type: none"> 1. NJAC 4A:4-2.6 states that all requirements listed must be met as of the closing date, including assignment to the department and unit scope, and satisfying the permanent status requirement. 2. ONLY ON-LINE APPLICATIONS WILL BE ACCEPTED. 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 Department of Military and Veterans Affairs (DMAVA) (as defined by N.J.S.A. 11A:5-1 et seq.). Those claiming Veterans Preference but have not yet received approval from DMAVA must pay the full application fee and may request a refund if the claim is approved 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. 8. Application fees submitted via personal check or money order must be postmarked within five (5) business days of submitting your application. If your fee is postmarked after five (5) business days, or is returned as invalid, you will be declared ineligible and denied admittance to the examination process. 		

DPF-256A * Revised 03/09