



STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION OF THE CIVIL SERVICE COMMISSION

In the Matter of Stacey Kuklinski, Clerk 3/Senior Purchasing Agent (PM1628U), Gloucester Township

CSC Docket No. 2017-2536

Examination Appeal

ISSUED: MAY 0 3 2017

(RE)

Stacey Kuklinski appeals the determination of the Division of Agency Services (DAS) which found that she did not meet the experience requirements for the promotional examination for Clerk 3/Senior Purchasing Agent (PM1628U), Gloucester Township.

The examination at issue was announced with specific requirements for this "dual" title that had to be met as of the August 22, 2016 closing date (see attached). As the appellant was the sole applicant, the examination was cancelled on February 4, 2017. It is noted that DAS conducted a classification review of Ms. Kuklinski's position and determined that it would be properly classified by the title Clerk 3/Senior Purchasing Agent, effective September 16, 2015. She was provisionally appointed to the title pending promotional examination procedures. On her application, the appellant listed one position, Clerk 3/Senior Purchasing Assistant from October 1996 to August 2016. Official records indicated a different employment history, and the appellant was contacted by DAS to provide clarification. She did so, and was credited with one year, six months of applicable experience for both titles in her positions as a provisional Clerk 3/Senior Purchasing Assistant and Clerk 2. Official records indicate that the appellant was provisionally appointed as a Clerk 2 in March 2015, and prior to that was a Clerk 1. She accrued at least an additional six months of experience in clerical work in her position as Clerk 1, and was found to be lacking six months of experience in the preparation and processing of requisitions and/or in the purchase of equipment, materials, and/or supplies.

On appeal, the appellant argues that she requested a desk audit in September of 2015, and has been employed with the Gloucester Township Police Department since October 1996 in many different positions.

N.J.A.C. 4A:4-2.6(a)2 provides that an applicant shall meet all the requirements specified in the promotional examination announcement by the closing date. *N.J.A.C.* 4A:1-1.2(c) provides that the Civil Service Commission may relax the rules for good cause in a particular situation, on notice to affected parties, in order to effectuate the purposes of Title 11A, New Jersey Statutes.

CONCLUSION

In this matter, there were no admitted candidates and the appellant continues to serve in her provisional position. Since the closing date, the appellant has accrued at least six months of additional experience in her provisional position. As such, good cause exists to relax the provisions of N.J.A.C. 4A:4-2.6(a), and accept the appellant's experience after the closing date and admit her to the examination. For any future positions in which she might be interested, the appellant is cautioned that she should properly complete her application by listing each position separately and providing all requested information.

ORDER

Therefore, it is ordered that this appeal be granted and the appellant'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 3rd DAY OF MAY, 2017

Robert M. Czech

Chairperson

Civil Service Commission

Inquiries and Correspondence

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: Stacey Kuklinski David Mayer Kelly Glenn Records Center NEW JERSEY CIVIL SERVICE COMMISSION COUNTY AND MUNICIPAL GOVERNMENT SERVICES 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: PM1628U

TITLE: CLERK 3/SENIOR PURCHASING ASSISTANT

ISSUE DATE: August 01, 2016
TITLE CODE: 05974/ HQRDR4
JURISDICTION: GLOUCESTER TWP

DEPARTMENT: POLICE

WEIGHT CODE: *

SALARY: \$ 19.03- \$ 24.31 / Per Hour

CLOSING DATE: August 22, 2016

JURISDICTION CODE: C04150006

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: Experience: Two (2) years of experience in clerical work; one (1) year of which must have been performing duties at or equivalent to the Clerk 2 level.

AND

Two (2) years of experience in the preparation and processing of requisitions and/or in the purchase of equipment, materials, and/or supplies.

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

- 1. NJAC 4A:4-2.6 states that all requirements listed must be met as of the closing date, including assignment to jurisdiction/department, 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-time and part-time permanent employees. If an employment list results from this announcement, it may be certified to fill both full-time and part-time positions. If 35- and 40-hour positions are used within the department, 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. (i.e. Police, Fire, Corrections and Sheriff).
- 6. 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 of regular business hours on the closing date will not change the application filing deadline, so PLEASE FILE EARLY.

DPF-256A * Revised 03/09