In the Matter of Stephen Janetta, Family Service Specialist 1 (PS3420K), Department of Children and Families

CSC Docket No. 2017-1181

STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION OF THE CIVIL SERVICE COMMISSION

List Removal Appeal

ISSUED: JUN 08 2017 (HS)

Stephen Janetta appeals the removal of his name from the eligible list for Family Service Specialist 1 (PS3420K), Department of Children and Families on the basis that he failed to respond to the certification notice.

The appellant, a non-veteran, took and passed the promotional examination for Family Service Specialist 1 (PS3420K), which had a closing date of October 22, 2012. The resulting eligible list promulgated on May 2, 2013 and expired on July 27, 2016. The appellant's name was certified to the appointing authority on June 9, 2016. In disposing of the certification, the appointing authority requested the removal of the appellant's name on the basis that he failed to respond to the certification notice.

On appeal to the Civil Service Commission, the appellant submits a sworn, notarized statement indicating that he did not receive the certification notice. He also requests that the appeal fee be refunded.

In response, the appointing authority indicates that it has no objection to returning the appellant's name to the subject eligible list as he submits a sworn, notarized statement indicating that he did not receive the certification notice.

CONCLUSION

N.J.A.C. 4A:4-4.7(a)6 provides that an eligible's name may be removed from a list for "non-compliance with the instructions listed on the notice of certification."
N.J.A.C. 4A:4-6.3(b), in conjunction with N.J.A.C. 4A:4-4.7(d), provides that the
appellant has the burden of proof to show by a preponderance of the evidence that
an appointing authority's decision to remove his name from an eligible list was in
error. The appointing authority requested the removal of the appellant's name
from the eligible list for Family Service Specialist 1 (PS3420K) on the basis of his
failure to respond to the June 9, 2016 certification. However, the appellant has
submitted a sworn, notarized statement, attesting to the fact that he did not receive
the certification notice. While there is a presumption that mail correctly addressed,
stamped and mailed was received by the party to whom it was addressed, the
appellant has rebutted that presumption in submitting his sworn, notarized
statement. See SSI Medical Services, Inc. v. State Department of Human Services,
Thus, it is appropriate that his name be restored to the subject eligible list.

As to the appellant's request that the appeal fee be refunded, it is noted that
this fee is for processing purposes only and shall not be refunded for any reason
except when submitted in error for an exempt appeal. See N.J.A.C. 4A:2-1.8(f). As
list removal appeals are not exempt from the fee, there is no basis for a refund. See
N.J.A.C. 4A:2-1.8(a).

ORDER

Therefore, it is ordered that this appeal be granted and the eligible list for
Family Service Specialist 1 (PS3420K), Department of Children and Families be
revived in order for the appellant to be considered for appointment at the time of
the next certification 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 7TH DAY OF JUNE, 2017

[Signature]
Robert M. Czech
Chairperson
Civil Service Commission
Inquiries and Correspondence

Christopher S. Myers
Director
Division of Appeals and Regulatory Affairs
Written Record Appeals Unit
Civil Service Commission
P.O. Box 312
Trenton, New Jersey 08625-0312

c. Stephen Janetta
Linda Dobron
Kelly Glenn
Records Center