

N.J.A.C. 4A:4-2.6(a) provides that applicants shall meet all requirements specified in the promotional examination announcement by the closing date. *N.J.A.C.* 4A:1-1.2(c) provides that a rule may be relaxed for good cause, in a particular circumstance, in order to effectuate the purposes of Title 11A of the New Jersey Statutes Annotated.

CONCLUSION

Initially, Agency Services correctly determined that the appellant was not eligible for the subject examination. On her original application, the appellant did not specify the performance of any typing duties. In her appeal submission, the appellant clarifies her experience, explaining that she prepares and types various correspondence, prepares and types agendas and meeting minutes, and input entries into a computerized payroll system. Under *N.J.A.C.* 4A:4-2.1(g), the Civil Service Commission (Commission) can accept clarifying information in eligibility appeals. However, *N.J.A.C.* 4A:4-2.1(f) provides that an application may only be amended prior to the announced closing date. For example, information submitted on appeal pertaining to duties in a given position that expands or enlarges information previously submitted is considered clarifying and is accepted. However, any documentation indicating work in a setting that was not previously listed on an application or resume cannot be considered after the closing date. Thus, the Commission can only consider information provided on appeal regarding the positions listed on the appellant's original application. According to agency records, the appellant continues to serve provisionally in the title under test and the list is incomplete. Further, the Associate Administrator has verified that the appellant performs the required typing duties. Under these circumstances, good cause exists to accept the clarification of the appellant's experience as well as her provisional experience in the title under test after the announced closing date and admit her to the subject examination.

ORDER

Therefore, it is ordered that this appeal be granted and the appellant 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
27TH DAY OF MARCH, 2018

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