



STATE OF NEW JERSEY

In the Matter of Craig Hausmann
and Jose Santana, Police Sergeant
(various jurisdictions)

**FINAL ADMINISTRATIVE ACTION
OF THE
CIVIL SERVICE COMMISSION**

CSC Docket Nos. 2018-422 and
2018-476

Examination Appeal

ISSUED: May 24, 2018 (JH)

Craig Hausmann (PM0759V), Aberdeen, and Jose Santana (PM2041V), Jersey City, appeal the determinations of the Division of Agency Services which found them ineligible for the promotional examination for Police Sergeant (various jurisdictions), due to their failure to submit valid application processing fees. These appeals have been consolidated due to common issues presented by the appellants.

By way of background, the subject examination was announced on July 1, 2017 with an application filing deadline of July 21, 2017. Only online applications were accepted and applicants were required to provide an application processing fee of \$50.00. Upon submitting their applications with the required fee, candidates were sent an Online Application System Confirmation which stated, in pertinent part, “Your application has been received by the New Jersey Civil Service Commission. Your \$50 Application Fee was deducted from the account you specified. Thank you for your payment.” In the present matter, the appellants were subsequently sent notices dated July 28, 2017 indicating that “the applicat[i]on processing fee was returned as invalid. Your application will not be processed further.”

On appeal, Hausmann refers to the above noted confirmation and presents that “based on the confirmation of payment that was provided to me by the NJ Civil Service and the fact that monthly [bank] statements for the month of July do not get mailed out until the beginning of August, I would not have any reason to believe that my payment was not withdrawn from the aforementioned checking account.”

In support of his appeal, Hausmann provides additional documentation including a copy of his checking account activity between June 30, 2017 and August 10, 2017.

Santana argues that he had “enough funds in my account since the day I submitted my application.” In support of his appeal, Santana provides additional documentation including a copy of his checking account activity between July 14, 2017 and August 2, 2017.

CONCLUSION

N.J.A.C. 4A:4-2.17 provides, in part, that a processing fee shall be charged for each open competitive and promotional examination application and for online applications, the fee may be paid by using a credit card or e-check, or by sending a check or money order. *See N.J.A.C.* 4A:4-2.17(a) and (b). *N.J.A.C.* 4A:4-2.17(c) provides that applications received without a fee shall not be processed unless the applicant submits, within the time required by written notice from the Civil Service Commission, the required fee within the prescribed time frame.

In the present matter, a review of the record finds that Hausmann and Santana submitted e-check payments with their online applications on July 12 and July 18, 2017, respectively. However, Hausmann’s e-check was returned on July 18 and Santana’s e-check was returned on July 21 due to “no account/unable to locate account.” Given that the confirmation clearly states, “Your \$50 Application Fee was deducted from the account you specified. Thank you for your payment,” the appellants had no reason to anticipate that their payments would be returned as invalid. In addition, it is noted that neither appellant was provided with the opportunity to submit a substitute payment. *See e.g., N.J.A.C.* 4A:4-2.17(c).

Under these circumstances, the appellants should be permitted to provide the required processing fee. The required application processing fee of \$50 in the form of a money order should be forwarded within 20 days of the issuance date of this decision to: New Jersey Civil Service Commission, P.O. Box 322, Trenton, New Jersey 08625-0322. Failure to submit the processing fee within the time provided will result in rejection from the examination process.

ORDER

Therefore, it is ordered that these appeals be granted and the appellants be scheduled for a make-up examination, contingent upon receipt of the processing fee within 20 days of the issuance date of this determination. Should the appellants achieve passing scores, their names should be added to their respective eligible lists for prospective appointment consideration.

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 23RD DAY OF MAY, 2018

Deirdre' L. Webster Cobb

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