

## STATE OF NEW JERSEY

In the Matter of Brandon Grimes, Agency Services Representative 2, Department of Law and Public Safety

CSC Docket No. 2018-3109

## FINAL ADMINISTRATIVE ACTION OF THE CIVIL SERVICE COMMISSION

**Examination Appeal** 

**ISSUED:** May 24, 2018 (RE)

Brandon Grimes appeals the determination of the Division of Agency Services (Agency Services) which found that he was below the minimum requirements in experience for the qualifying examination for Agency Services Representative 2.

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The requirements for the subject title are two years of experience providing information and support to customers or clients, responding to technical inquiries and/or complaints regarding products, services or programs, or collecting payments in a government or office setting. The appellant listed three positions on his Application for Qualifying Examination, provisional Agency Services Representative 2, Communication Officer, and Bank Associate. He was credited with one year, one month of applicable experience in his provisional position, and found to be lacking eleven months of required experience.

On appeal, the appellant maintains that he was not aware that he could list more positions, and he submits a resume with additional positions.

*N.J.A.C.* 4A:4-2.1(f) states that any supplemental information received after the closing date cannot be considered.

## CONCLUSION

In the matter at hand, the appellant is not eligible for the qualifying examination. At the outset, qualifying experience has the required experience as the primary focus. The appellant's positions as a Communications Officer and Bank

Associate did not have the required experience as the primary focus. In his appeal, the appellant provided additional positions, which is supplemental information. Nevertheless, a review of the additional positions indicates that none of them have the announced experience requirement as the primary focus. As of the November 20, 2017 determination date for this qualifying examination, the appellant lacked eleven months of required experience, and the information presented on appeal is not persuasive.

A thorough review of the record indicates that the decision of Agency Services is amply supported by the record, and the appellant provides no basis to disturb that decision. The appellant has failed to meet his burden of proof in this matter.

## **ORDER**

Therefore, it is ordered that this appeal be denied.

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

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Chairperson

Civil Service Commission

Inquiries and

Correspondence

Christopher S. Myers

Director

Division of Appeals and Regulatory Affairs

Civil Service Commission Written Record Appeals Unit

P. O. Box 312

Trenton, New Jersey 08625-0312

c: Brandon Grimes Mirella Bednar Kelly Glenn Records Center