



STATE OF NEW JERSEY

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

In the Matter of Joseph Penevolpe,
Construction Official (M0839VN),
Lavallette

Examination Appeal

CSC Docket No. 2018-3251

CORRECTED

ISSUED: June 22, 2018 (RE)

Joseph Penevolpe appeals the decision of the Division of Agency Services which found that he lacked the required license for the examination for Construction Official (M0839VN), Lavallette.

The subject examination was announced with a closing date of November 21, 2017, and was open to residents of Lavallette, Ocean County, contiguous counties, New Jersey, and the United States, who met the requirements of possession of a current, valid Construction Official’s license issued by the New Jersey Department of Community Affairs. The announcement instructed applicants to upload a copy of this certificate with their application, and indicated that failure to do so would result in ineligibility. The appellant was found ineligible for failure to possess the required license. The announcement was processed as an unassembled examination, with all candidates receiving the same score. Five candidates appear on the eligible list, which has been certified once, but no appointments have yet been made.

On appeal, the appellant explained that he “was not aware” that “the attachment that was sent with my application was not received properly.” He submits a copy of a valid license.

N.J.A.C. 4A:4-2.3(b) provides that applicants shall meet all requirements specified in the open competitive examination announcement by the closing date.

CONCLUSION

The announcement for the subject examination noted that applicants must upload a copy of the certificate with the application or be found to be ineligible. The appellant indicated on his application that he possessed the required certification, but he did not provide a copy of it. He provided two other attachments, but the required license was not included in that information. Nevertheless, the appellant provided the required certification on appeal. Accordingly, he should be admitted to the subject examination and his name should be added to the list for prospective employment opportunities only. For any future positions in which he might be interested, the appellant is cautioned that he should complete his application and provide all requested information.

ORDER

Therefore, it is ordered that this appeal be granted, and the appellant be admitted to the examination for Construction Official (M0839VN), Lavallette 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 20th DAY OF JUNE, 2018



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