



STATE OF NEW JERSEY

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

In the Matter of Gloria Heredia,
Supervising Cashier (PC2549V),
Hudson County

Examination Appeal

CSC Docket No. 2018-2698

ISSUED: JULY 23, 2018 (HS)

Gloria Heredia appeals the determination of the Division of Agency Services (Agency Services), which found that she did not meet the experience requirement for the promotional examination for Supervising Cashier (PC2549V), Hudson County.

The subject examination was announced with a closing date of November 21, 2017 and was open, in pertinent part, to employees who possessed four years of experience in the receipt, disbursement, deposit, custody or other clerical processing of money, one year of which shall have been in a supervisory capacity. The resulting eligible list containing the name of one eligible promulgated on March 1, 2018 and expires on February 28, 2021. The eligible was certified from the list and received a permanent appointment.

In her application materials, the appellant listed, in pertinent part, her experience as a provisional Supervising Cashier with Hudson County from April 2017 to the closing date; as an Office Administrator with Nuevo Financial Center from March 2007 to August 2007; and as a Sales Assistant with Bank of America from July 2003 to October 2005. Agency Services credited the appellant with three years and six months of experience, including eight months in a supervisory capacity, based on the foregoing experience. None of her other listed experience was credited. Therefore, Agency Services deemed the appellant ineligible since she lacked six months of experience, including four months in a supervisory capacity, and thus did not meet the experience requirement set forth in the announcement.

On appeal to the Civil Service Commission (Commission), the appellant argues that she possesses the required experience. It is noted that agency records indicate that the appellant was provisionally appointed to the title of Supervising Cashier effective April 3, 2017 and continues to serve provisionally in that title.

CONCLUSION

N.J.A.C. 4A:4-2.6(a)2 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 shown in a particular situation.

In this matter, Agency Services correctly determined that the appellant was ineligible for the subject examination because she did not meet the experience requirement as of the November 21, 2017 closing date since she lacked six months of experience, including four months in a supervisory capacity. The appellant was provisionally appointed to the title under test effective April 3, 2017 and continues to serve provisionally in that title. The Commission finds that, for examination eligibility purposes, she has been performing the duties of the title under test since that date. Thus, the appellant now possesses enough applicable experience based on this service. Additionally, the record evidences that the examination situation is not competitive since the eligible list has been exhausted. Under these circumstances, good cause exists to relax the provisions of *N.J.A.C.* 4A:4-2.6(a)2 and accept the appellant's provisional experience after the closing date, for eligibility purposes only, and admit her to the examination.

ORDER

Therefore, it is ordered that this appeal be granted and the appellant's application be processed for prospective employment opportunities.

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 18TH DAY OF JULY, 2018



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