



STATE OF NEW JERSEY

In the Matter of Tamiko Brooks,
 Sheriff's Officer Sergeant (PC2612V),
 Union County

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

CSC Docket No. 2018-1654

Examination Appeal

ISSUED: July 19, 2018 (JH)

Tamiko Brooks requests that she be permitted to submit an application for the promotional examination for Sheriff's Officer Sergeant (PC2612V), Union County, after the application filing deadline.

By way of background, the announcement for the subject examination was issued on November 1, 2017 with an application filing deadline of November 21, 2017 and all on-line applications had to have been received by that date. It is noted the appellant has been conditionally admitted to the subject test which is scheduled to be administered on July 26, 2018.

On appeal, Brooks, in a sworn statement, explains that from April until October 31, 2017, she was on leave and placed on light duty. She further explains that "upon returning I was placed in various units with no access to a computer resulting in missing the notification for the Sergeants promotional exam."

CONCLUSION

N.J.A.C. 4A:4-2.1(b) provides:

In order to notify all employees of promotional opportunities, promotional examination announcements shall be posted on, and applications shall be made available through, the Civil Service Commission web site and may also be made available through the web sites of affected appointing authorities. If an affected appointing

authority does not maintain or utilize a web site, promotional examination announcements shall be conspicuously posted by the affected appointing authority at all geographic locations within the unit scope (in State service) or department (in local service) to which the examination is open. Appointing authorities shall also ensure the notification by electronic or other means of all eligibles of the promotional examination announcement. Appointing authorities shall maintain a record of promotional examination announcement postings and the notification of eligibles of the announcement.

Prior to July 17, 2017, *N.J.A.C. 4A:4-2.1(e)* provided, in part, that applications for promotional examinations shall be filed no later than 11:59 p.m. on the announced filing date. However, effective July 17, 2017, *N.J.A.C. 4A:4-2.1(e)* was amended to substitute "4:00 p.m." for "11:59 p.m."

It is noted that the appointing authority was contacted regarding this matter and declined to submit a response.

In the present matter, the appellant has submitted a signed sworn statement that she was not notified of the subject test. The Commission is willing to accept that if the appellant is prepared to make a statement under oath, understanding all its implications and consequences, then the Commission will accept the appellant's statement that she did not receive notice of the subject test.

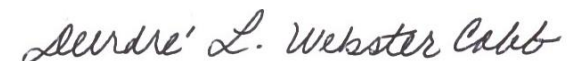
Accordingly, good cause has been presented to relax the provisions of *N.J.A.C. 4A:4-2.1(e)* and permit the appellant to file an application.

ORDER

Therefore, it is ordered that this appeal be granted and the appellant's application be accepted and reviewed for eligibility.

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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