



**STATE OF NEW JERSEY**

In the Matter of Maria Izquierdo-Roe,  
Senior Clerk (PS8428J), New Jersey  
City University

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

CSC Docket No. 2018-3651

Request for List Revival

**ISSUED: September 7, 2018 (VJ)**

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The New Jersey City University requests that the eligible list for Senior Clerk (PS8428J) be revived to allow for the retroactive permanent appointment of Maria Izquierdo-Roe, effective March 16, 2016.

By way of background, the subject promotional list was announced with a closing date of June 21, 2013. The resultant eligible list promulgated on October 31, 2013 and expired on October 30, 2016. The eligible list consisted of five names, with Izquierdo-Roe ranked second. Three certifications were issued during the life of the eligible list and Izquierdo-Roe was the only eligible not appointed from the eligible list. Izquierdo-Roe was provisionally promoted from the Clerk title to the Senior Clerk title, effective March 16, 2016. She subsequently applied for the promotional examination announcement (PS4685J) which closed on April 21, 2017. The resultant eligible list promulgated on August 3, 2017 and expires on August 2, 2020. Izquierdo-Roe was the only eligible and received a regular appointment effective October 2, 2017.

The appointing authority indicates that due to an administrative error, the provisional promotional appointment of Izquierdo-Roe to the Senior Clerk title was not entered into PMIS in March 2016 and as such, the PS8428J eligible list was not certified to allow it to record her permanent appointment.

The Division of Agency Services indicates its agreement with the appointing authority's request to revive the subject eligible list, to allow for the appointment of Izquierdo-Roe.

## CONCLUSION

*N.J.S.A.* 11A:4-6 and *N.J.A.C.* 4A:4-3.4 provide that an eligible list may be revived in order to implement a court order or decision of the Civil Service Commission in the event of a successful appeal instituted during the life of a list, to correct an administrative error, or for other good cause. Additionally, *N.J.A.C.* 4A:4-1.10(c) states that an individual may receive a retroactive date of appointment to correct an administrative error, for an administrative delay or for other good cause. Generally, the award of a retroactive appointment date is for seniority purposes only and is limited to situations in which an appellant could have been appointed on the requested retroactive date, but as a result of an administrative error, he or she received a later appointment date.

In the present matter, Izquierdo-Roe was provisionally appointed to the title of Senior Clerk effective March 16, 2016. However, the PS8428J eligible list for Senior Clerk had expired on October 30, 2016. Izquierdo-Roe subsequently applied for the promotional examination announcement (PS4685J) which closed on April 21, 2017. The resultant eligible list promulgated on August 3, 2017 with Izquierdo-Roe as the only eligible and she was permanently appointed effective October 2, 2017. The appointing authority indicates Izquierdo-Roe has continued to serve in the Senior Clerk title, with no interruption in service, since her provisional appointment on March 16, 2016. Therefore, based on the foregoing, ample cause exists to revive the PS8428J eligible list and grant Izquierdo-Roe a retroactive appointment to the title of Senior Clerk effective March 16, 2016. As Izquierdo-Roe has completed her working test period as a Senior Clerk, her permanent appointment should be recorded as March 16, 2016

## ORDER

Therefore, it is ordered that this request be granted and the eligible list for Senior Clerk (PS8428J), New Jersey City University eligible list be revived to effectuate the appointment of Maria Izquierdo-Roe effective March 16, 2016.

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 5TH DAY OF SEPTEMBER, 2018



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