



This examination was processed as an unassembled examination (UE), *i.e.*, candidates were ranked on the eligible list based on an evaluation of their education and experience as listed on their applications. The unassembled examination standard conferred a base score of 70.000 for all eligible applicants. Additional credit was awarded for ten years of experience applying, disseminating, interpreting and analyzing regulatory information, one year of which must have been as the lead worker performing one or a combination of the following functions: review and analysis of driver records; driver testing; damage and/or insurance claim evaluations or adjustment work; receipt, review, analysis/evaluation and/or response to customer inquiries and/or complaints; vehicle safety/compliance inspection, performing varied vehicle inspections; or other similar work areas related to the administration of motor vehicle regulations. It is noted that no credit was given for experience gained more than ten years prior to the examination closing date, in this case, December 2007.

Torres-Gonzalez listed five positions on her application: provisional Supervisor 1, MVC; Records Technician 1; Records Technician 2; Supervisor 3; Support Service Representative 1; and Support Service Representative 2. As to scoring, Torres-Gonzalez received full credit for seven months as a provisional in the subject title. She was credited with two years of general experience as a Records Technician 1 and 2, as she had not indicated that she was a lead worker in those positions. Her remaining positions were occupied more than ten years prior to the closing date, and she had further lead worker experience in the fifth position which made her eligible for the examination. However, she was found not to have five months of lead worker experience in the last ten years. Credit can only be awarded when an applicant meets full open-competitive requirements in positions less than ten years prior to the closing date. Thus, her UE score was 70.000.

On appeal, Torres-Gonzalez states that her experience as a Supervisor 1, MVC, Supervisor 3, and Records Technician 1 should provide a higher score. Specifically, she states that as a Records Technician 1 she was a lead worker and was responsible for overseeing four employees and assigning their work.

## CONCLUSION

*N.J.A.C.* 4A:4-2.1(f) provides that an application may only be amended prior to the announced closing date for filing applications.

The on-line application system provides clear instructions to candidates. The application states, "You may be declared ineligible or you may not receive proper credit for scoring purposes if you do not properly complete your application. If you held different positions with the same employer, list each position separately. Make sure you give full dates of employment (month/year), indicate whether the job was

full or part time, and the number of hours worked per week. If you are currently employed in this position, enter the current month and year in the Employed To section. Since your application may be your only test paper, be sure it is complete and accurate. Failure to complete your application properly may cause you to be declared ineligible, lower your score, or possibly cause you to fail.” This information is repeated on page 18 of the New Jersey Civil Service Commission Announcement and On-Line Application User Guide. As such, the appellant was on notice of the possibility that this could be an unassembled examination.

On its website in the section entitled Job Announcements and Testing Information, there are links to the Online Application System User Guide, which is available to all candidates. On page i, this guidance instructs candidates to carefully review the application to ensure that it is complete and accurate before submitting. It also states that applications must be completed in detail, and your score may be based on a comparison of your background with the job requirements. Failure to complete your application properly may cause you to be declared ineligible or may lower your score if your application is your test paper. Further on in the guide, there are more instructions on how to properly complete an application, and more warnings about completing it in detail. Additionally, when candidates submit their applications, they certify that it is complete and accurate.

On appeal, Torres-Gonzalez provides a copy of her resume listing more additional duties for some positions that were not listed on the application. Most importantly, she indicates that she was a lead worker in her Records Technician 1 position in her appeal submission, but she had not done so on her application. Since the application for the subject announcement is the test paper, it is no more subject to later amendment than a multiple-choice test answer sheet. *See In the Matter of Alex Westner* (Commissioner of Personnel, decided August 11, 1997). Thus, she cannot be credited with lead worker experience based on information submitted after the closing date. The appellant lacked five months of lead worker experience gained within the past ten years, resulting in a score of 70.000. No error in scoring is evident in the record and the appellant’s application will not be amended after the closing date to include the changes she submitted on appeal.

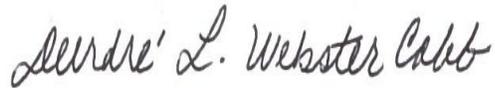
A thorough review of the record indicates that the decision of the Division of Agency Services is amply supported by the record, and appellant provides no basis to disturb that decision. The appellant has failed to meet her burden of proof in this matter.

### **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 5<sup>th</sup> DAY OF SEPTEMBER, 2018



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Chairperson  
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