

STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION
OF THE
CIVIL SERVICE COMMISSION

In the Matter of Peri Kuehn, Registrar of Vital Statistics /Secretary Board/Commission (M0436A), Ringwood

CSC Docket No. 2020-852

Examination Appeal

ISSUED: October 29, 2019 (RE)

Peri Kuehn appeals the determination of the Division of Agency Services (Agency Services) which found that she did not meet the minimum requirements in experience for the open competitive examination for the dual title Registrar of Vital Statistics/Secretary Board/Commission (M0436A), Ringwood. A dual title is a title that combines two separate titles into one classification; applicants need to meet the minimum requirements of both titles in order to be declared eligible.

The subject examination had a closing date of May 6, 2019 and was open to residents of New Jersey who possessed three years of clerical experience AND two years of clerical experience involving the organization of office clerical processes and procedures or as a secretary to an executive or administrative official in a public or private organization. Appointees must also obtain a Certified Municipal Registrar (CMR) certificate issued by the New Jersey Department of Health and Senior Services, within six months of appointment. The appellant was found to be ineligible based on a lack of experience. Four candidates appear on the eligible list which has been certified once, but no appointments have yet been made.

The appellant listed one position on her application, that of Clerk Typist 1 from September 2016 to the closing date, May 2019. Official records indicate that the appellant was a Keyboarding Clerk 1 from September 2016 to March 2019, and a provisional in the subject dual title from April 2019 to the May 2019 closing date. Her experience was accepted fulfilled the second experience requirement, that of two years of clerical experience involving the organization of office clerical processes and procedures. She also had an additional eight months which was credited for

the first requirement. Thus, she was found to be lacking one year, four months of clerical experience.

On appeal, the appellant states that she possesses an additional 14 years of clerical experience in various positions, and she attaches a resume listing those positions. She also states that she has obtained a CMR.

CONCLUSION

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. *N.J.A.C.* 4A:4-2.1(f) provides that an applicant may amend a previously submitted application prior to the closing date.

A review of the appellant's application reveals that the decision by Agency Services, denying the appellant's admittance to the subject examination due to the fact that she does not possess the required experience, was correct. This is a dual title, that is, a title that combines two separate titles into one classification. Applicants for examinations for dual titles have to meet the requirements for both titles. See, e.g., In the Matter of John R. Bersey (MSB, decided February 26, 2003). The appellant was given credit for all of the experience which she listed on her application, even though she did not list her Keyboarding Clerk 1 and Registrar of Vital Statistics/Secretary Board/Commission titles separately. The appellant submits additional positions that were not listed on her original application, however, pursuant to N.J.A.C. 4A:4-2.1(f), any supplemental information received after the closing date cannot be considered. The appellant is cautioned to properly complete all future applications. Further, there are four candidates admitted to the examination, and as such, this is a competitive situation with a complete list. The appellant was credited for all the experience listed on her application and was appropriately found to lack one year, four months of clerical experience.

An independent review of all material presented indicates that the decision of Agency Services that the appellant did not meet the announced requirements for eligibility by the closing date is amply supported by the record. The appellant provides no basis to disturb this decision. Thus, the appellant has failed to support 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 23rd DAY OF OCTOBER, 2019

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Chairperson

Civil Service Commission

Inquiries Christopher S. Myers

and Director

Correspondence Division of Appeals and Regulatory Affairs

Civil Service Commission Written Record Appeals Unit

P. O. Box 312

Trenton, New Jersey 08625-0312

c: Peri Kuehn Scott Heck Kelly Glenn Records Center