

STATE OF NEW JERSEY

In the Matter of Mary Edwards-	:	FINAL ADMINISTRATIVE ACTION OF THE CIVIL SERVICE COMMISSION
Baskerville, Senior Examiner, Unemployment Tax (PS0382N), Department of Labor and Workforce Development	:	Examination Appeal
CSC Docket No. 2020-926	:	

**ISSUED: OCTOBER 25, 2019** (HS)

Mary Edwards-Baskerville requests that her application processing fee for the promotional examination for Senior Examiner, Unemployment Tax (PS0382N), Department of Labor and Workforce Development be accepted.

The announcement for the subject examination issued on August 1, 2019 with a closing date of August 21, 2019. The announcement required, among other things, payment of a \$25 application processing fee. The status of the appellant's application in agency records as of August 6, 2019 was pending as the payment selection had not been completed. Twenty-one applicants have been admitted to the examination.

On appeal to the Civil Service Commission (Commission), the appellant submits a \$25 payment for the examination; a copy of her application; and a printout of the online "Payment Verification" page from State of New Jersey Payment Processing Services. The printout indicates a "Transaction Summary" of \$25 in examination fees; the appellant's billing information; and a "Payment Method" section, which includes the appellant's name, the credit card type and redacted credit card and card verification numbers. The appellant states that she failed to click the submit button. She apologizes for not doing so and requests that she be allowed to test.

## CONCLUSION

*N.J.A.C.* 4A:4-2.17 provides, in pertinent part, that unless the fee is reduced because the applicant is a veteran, a \$25.00 processing fee shall be charged for each promotional examination application and that applications received without a fee shall not be processed. *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, the appellant's failure to click the submit button on the "Payment Verification" page is understandable given the appearance and content of In this regard, it indicates a "Transaction Summary" of \$25 in the page. examination fees and redacted credit card information. Therefore, under these circumstances, the Commission finds it appropriate to accept the appellant's payment and allow her application to be processed. See, e.g., In the Matter of Ruben *Rivera* (CSC, decided June 12, 2019) (applicant who believed that he had made full payment for examination based on "Payment Verification" page permitted to make payment). It is also noted that the dual purpose of the Civil Service system is to ensure efficient public service for State and local governments and to provide appointment and advancement opportunities to Civil Service employees based on their merit and abilities. These interests are best served when more, rather than individuals are presented with employment opportunities. fewer. See Communications Workers of America v. New Jersey Department of Personnel, 154 N.J. 121 (1998).

## ORDER

Therefore, it is ordered that this appeal be granted, Mary Edwards-Baskerville's \$25 payment for her examination be accepted, and her 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 23<sup>RD</sup> DAY OF OCTOBER, 2019

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Deirdré L. Webster Cobb Chairperson Civil Service Commission

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c. Mary Edwards-Baskerville Tennille R. McCoy Kelly Glenn Records Center