



STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION
OF THE
CIVIL SERVICE COMMISSION

Appointment Waiver

In the Matter of Purchasing Agent
(C0755W), Camden County Utilities
Authority

CSC Docket No. 2020-858

ISSUED: NOV 12 2019, (BW)

The Camden County Utilities Authority requests permission not to make an appointment from the November 19, 2018 certification for Purchasing Agent (C0755W), Camden County Utilities Authority.

The record reveals that the appointing authority requested an announcement to fill a vacant position in the subject title. An examination was announced with a closing date of June 21, 2018 that resulted in a list of three eligibles with an expiration date of October 24, 2021. A certification containing the names of the three eligibles was issued on November 19, 2018.

The appointing authority returned the certification indicating that a permanent appointment would not be made from the subject list. Specifically, it explained that it no longer had the need to hire a Purchasing Agent at this time.

The appointing authority's request for an appointment waiver was acknowledged, and it was advised that if its request were granted, it could be assessed for the costs of the selection process in the amount of \$2,048. However, the appointing authority did not provide any additional information for the Civil Service Commission (Commission) to review.

It is noted that there are currently no employees serving provisionally pending open competitive examination procedures in the subject title with the appointing authority.

CONCLUSION

In accordance with *N.J.S.A.* 11A:4-5, once the examination process has been initiated due to the appointment of a provisional employee or due to an appointing authority's request to fill a vacancy, the appointing authority must make an appointment from the resulting eligible list if there are three or more interested and eligible candidates. The only exception to this mandate may be made for a valid reason such as fiscal constraints.

In the instant matter, the examination for the subject title was generated as a result of the appointing authority request to fill a vacancy. However, after a complete certification was issued, the appointing authority requested an appointment waiver, explaining that it no longer had the need to hire a Purchasing Agent. Accordingly, there is a sufficient justification for an appointment waiver.

Although an appointment waiver is granted in this matter, both *N.J.S.A.* 11A:4-5 and *N.J.A.C.* 4A:10-2.2(a)2 state that if an appointing authority receives permission not to make an appointment, it can be ordered to reimburse for the costs of the selection process. While administering examinations and providing the names of eligible job candidates to the jurisdictions under the civil service system are two of the primary activities of this agency, these costly efforts are thwarted when appointing authorities fail to utilize the resulting eligible lists to make appointments and candidates have needlessly expended their time, efforts and money to take these examinations in hopes of being considered for a permanent appointment. In this case, the appointing authority's determination that it does not need a Purchasing Agent at this time does not provide a basis on which to waive the selection costs. Thus, although a waiver is granted, it is appropriate that the appointing authority be assessed \$2,048 for the costs of the selection process.

ORDER

Therefore, it is ordered that a waiver of the appointment requirement be granted. Additionally, the Civil Service Commission orders that the appointing authority be assessed for the costs of the selection process in the amount of \$2,048 to be paid within 30 days of the issuance of this order.

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 6TH DAY OF NOVEMBER, 2019

Deirdre' L. Webster Cobb

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