B-008



**STATE OF NEW JERSEY** 

In the Matter of Katherine Ganger, Emergency Medical Technician/Hazardous Materials Responder (C0812W), Union County CSC Docket No. 2019-1889	· · · · · · · · · · · · · · · · · · ·	CIVIL	DMINISTRATIVE A OF THE SERVICE COMMIS Examination Appea	SSION
		<b>ISSUED:</b>	March 6, 2019	(RE)

Katherine Ganger appeals the decision of the Division of Agency Services which found that she lacked the required license for the examination for Emergency Medical Technician/Hazardous Materials Responder (C0812W), Union County.

The subject examination was announced with a closing date of July 23, 2018, and was open to residents of Union County, who met the requirements of possession of a current Emergency Medical Technician Basic (EMT-B) Certification valid in New Jersey, and who showed completion of an eight hour Level 2 First Responder Operations training course, and an eight hour Level 2 Emergency Medical Operations. Applicants who possessed the higher level certification as a Mobile Intensive Care Paramedic, or Mobile Intensive Care Registered Nurse Certification, issued by the New Jersey Department of Health and Senior Services, were considered to have met the certification requirement. The announcement instructed applicants to upload a copy of this certificate and proof of course completion with their application, and indicated that failure to do so would result in ineligibility. The appellant was found ineligible for failure to possess the required license. In this case, the appellant provided the required license but not proof of course completion. The announcement was processed as an unassembled examination, with all candidates receiving the same score. There are five provisional incumbents and nine candidates appear on the eligible list, which has been certified once, but no appointments have vet been made.

On appeal, the appellant explained that she thought she did not have to send the required proof of course completion since the appointing authority had it on file.

## 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.

The announcement for the subject examination noted that applicants must upload a copy of the certificate and the proof of course completion with the application or be found to be ineligible. The appellant provided a copy of EMT-B certification, and provided other attachments, but the required courses were not included in that information. Nevertheless, the appellant provided the required certification on appeal. Accordingly, she should be admitted to the subject examination and her name should be added to the list for prospective employment opportunities only. For any future positions in which she might be interested, the appellant is cautioned that she should complete her application and provide all requested information, regardless of whether that information had been submitted to her employer.

## ORDER

Therefore, it is ordered that this appeal be granted, and the appellant be admitted to the examination for Emergency Medical Technician/Hazardous Materials Responder (C0812W), Union County for prospective employment opportunities only.

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 6<sup>th</sup> DAY OF MARCH, 2019

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Deirdré L. Webster Cobb Chairperson Civil Service Commission

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