



STATE OF NEW JERSEY

**FINAL ADMINISTRATIVE ACTION
OF THE
CIVIL SERVICE COMMISSION**

In the Matter of Sally Addona,
Clerk 2 (PC1037A),
Sussex County

CSC Docket No. 2020-1509

Examination Appeal

ISSUED: January 16, 2020 (RE)

Sally Addona appeals the determination of the Division of Agency Services (Agency Services) which found that she did not meet the experience requirements for the promotional examination for Clerk 2 (PC1037A), Sussex County.

The subject examination announcement was issued with a closing date of August 21, 2019, and was open to employees in the competitive division who had an aggregate of one year of continuous permanent service as of the closing date in the titles Clerk 1 or Clerk 1 Bilingual in Spanish and English and who met the announced experience requirement of one year of experience in clerical work. The appellant was found to be below the minimum requirements in experience. No applicants were admitted to the examination, which was cancelled on December 15, 2019.

The appellant listed one position on her application, a provisional Clerk 2. However, she copied the job specification for her duties. Agency Services contacted her and requested her duties in her own words, which she provided. She was then credited for eight months of applicable experience from January 2019 to the August 2019 closing date, and was found to be lacking four months of clerical experience. It is noted that official records indicate that she was a Clerk 1 from March 2016 to January 2019.

On appeal, the Sussex County Clerk confirmed that the appellant has been working in the County Clerk's office full time since May 2016, although no applicable duties were given for the appellant's Clerk 1 position.

CONCLUSION

N.J.A.C. 4A:4-2.6(a) provides that applicants shall meet all requirements specified in the promotional examination announcement by the closing date.

Initially, Agency Services correctly found the appellant to be ineligible for the subject examination since, according to her application, she lacked the required experience. The online application process is automated and provides instructions to candidates on how to properly complete their applications. Also, the application states that, by clicking “yes,” the applicant certified that the employment history was complete and accurate. The On-Line Application System User’s Guide cautions applicants to carefully review the application to ensure that it is complete and accurate before submitting, and to complete the application in detail. It states that failure to complete the application properly may cause the applicant to be declared ineligible. The instructions under the experience portion of the applications advise applicants to provide **all** employment information (not just current employment information), and if they have multiple positions, they need to make sure that they provide each one separately. The appellant should follow these instructions and properly complete any future applications for examinations. Additionally, the appellant should provide the duties of her positions in her own words.

In the instant matter, while the appellant’s Clerk 1 position was not listed on her application, the appellant remains in her provisional position, has accrued an additional four months of applicable experience, and the examination was cancelled. As such, good cause exists to relax the provisions *N.J.A.C.* 4A:4-2.6(a) to accept the appellant’s experience after the closing date, and admit the appellant to the examination.

ORDER

Therefore, it is ordered that this appeal be granted, the cancellation of the examination be rescinded, and the appellant’s application be processed.

This 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 15th DAY OF JANUARY, 2020



Deirdré L. Webster Cobb
Chairperson
Civil Service Commission

Inquiries
and
Correspondence

Christopher S. Myers
Director
Division of Appeals and Regulatory Affairs
Civil Service Commission
Written Record Appeals Unit
P. O. Box 312
Trenton, New Jersey 08625-0312

c: Sally Addona
Gregory Poff III
Kelly Glenn
Records Center