



STATE OF NEW JERSEY

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

In the Matter of Frances Kelly,
Senior Community Specialist
Juvenile Justice Commission
(PS3581P), Juvenile Justice
Commission

Examination Appeal

CSC Docket No. 2021-187

ISSUED: DECEMBER 22, 2020 (SLK)

Frances Kelly requests to file a late application for the promotional examination for Senior Community Specialist, Juvenile Justice Commission (PS3581P), Juvenile Justice Commission.

The examination at issue was announced with requirements that had to be met as of the July 21, 2020 closing date. Agency records indicate that six employees applied for the subject examination; however, the list has not yet promulgated. It is noted that agency records indicate that there are currently five employees provisionally serving in the subject title in the announced unit scope, P387, including the petitioner.

On appeal, the petitioner acknowledges that she received the announcement for the subject title. However, she presents that she was not aware that there were two announcements for the subject title, for different unit scopes. The petitioner explains that she accidentally incorrectly applied for PS3579P, which was only open to unit scope P386.

CONCLUSION

N.J.A.C. 4A:4-2.1(e) provides that applications must be filed no later than the announced filing deadline. *N.J.A.C.* 4A:1-1.2(c) states that the Civil Service Commission (Commission) may relax a rule for good cause in order to effectuate the purposes of Title 11A, New Jersey Statutes.

In this matter, the petitioner explains that there were two examinations for the subject title, a title she is currently serving in as a provisional; however, she was unaware that there were two examinations. She indicates that instead of applying for the subject examination which was open to her unit scope, she applied for the wrong symbol, which was not open to her unit scope. The Commission notes 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 fewer, individuals are presented with employment opportunities. *See Communications Workers of America v. New Jersey Department of Personnel*, 154 N.J. 121 (1998). Further, based on the number of employees serving provisionally in the subject title in the announced unit scope for the subject examination, it is anticipated that the appointing authority will ultimately be faced with an incomplete list. Therefore, the Commission finds that there is good cause to relax *N.J.A.C.* 4A:4-2.1(e) and to allow the petitioner to submit her application and application fee after the closing deadline for prospective employment opportunities only. The Commission cautions the appellant to ensure that she properly and timely submit any future applications.

This determination is limited to the instant matter and does not provide precedent in any other matter.

ORDER

Therefore, it is ordered that this request be granted, and Frances Kelly be permitted to submit an application for the Senior Community Specialist, Juvenile Justice Commission (PS3581P), Juvenile Justice Commission examination. It is further ordered that Ms. Kelly submit a promotional application and the \$25.00 application processing fee to the Division of Agency Services. The application and processing fee must be postmarked no later than 15 days from the issuance date of this decision. Upon receipt of the application and processing fee, it is ordered that her application be processed. Finally, if Ms. Kelly's application and the required payment are not postmarked on or before the 15th day after the issuance date of this decision, she will not be entitled to have an application for the subject examination processed.

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 DAY OF , 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: Frances Kelly (with blank application enclosure)
Keith Poujol
Division of Agency Services
Records Center

APPLICATION FOR PROMOTIONAL EXAMINATION

NEW JERSEY CIVIL SERVICE COMMISSION — STATE SERVICE

INSTRUCTIONS: Please print or type. Answer all pertinent questions and ensure that all information is accurate and complete. Sign your name in Block 12. **NOTE:** No additional information may be accepted after the last date for filing applications has passed. **If you change your address, you must notify the Civil Service Commission immediately in writing.**
Return your completed application to your Personnel Office no later than the last date for filing listed on the announcement.

<p>\$ 25.00 FEE REQUIRED Make Check/Money Order Payable to NJCSC FOR COMMISSION USE ONLY</p>

FOR COMMISSION USE ONLY		
STATUS: <div> <div></div> <div></div> </div>	PAR: <div> <div></div> </div>	
SEN: <div> <div>0</div> <div></div> <div></div> <div></div> <div></div> </div>	UE: <div> <div></div> <div></div> <div></div> <div></div> <div></div> </div>	REV NO REV

1. Title of Promotion:

Note: Applications must be postmarked by

2. Social Security Number:

*

(see block 11 for additional information)

3. Symbol :

4. Name & Address:

Last:First:MI:

Street:

City:State:Zip Code:

E-mail address:Daytime

County:Telephone:

(Area Code) - Number

5. BACKGROUND DATA

5a. Education (Indicate the highest level Diploma or Degree you have earned):

☐ High School Diploma or GED

☐ (A) Associate's Degree

☐ (M) Master's Degree

☐ (S) Some College but No Degree

☐ (B) Bachelor's Degree

☐ (D) Doctorate

5b. Completion of this part is *VOLUNTARY* and is to be used only for complying with EEOC Guidelines and the New Jersey State Affirmative Action Program.

Gender: ☐ (1) Male ☐ (2) Female

Check the group you are a member of:

☐ (1) Black

☐ (2) White

☐ (3) Hispanic

☐ (4) Asian

☐ (5) American Indian or Alaskan Native

6. Check the county in which you prefer to take the examination. (Check one box only)

☐ (1) Camden

☐ (2) Mercer

☐ (3) Essex

☐ (4) Monmouth

☐ (6) Atlantic

☐ (7) Bergen

8. ADA Assistance: Check the box if you would like to

☐

be contacted regarding auxiliary aid or reasonable accommodation in taking this examination in accordance with the Americans with Disabilities Act.

9. Check the county(s) in which you will accept employment. Please note: Not all promotional lists can be used in all geographic locations. If you have any questions regarding this, contact your Personnel Office.

☐ (A) Atlantic

☐ (C) Burlington

☐ (B) Bergen

☐ (D) Camden

☐ (E) Cape May

☐ (F) Cumberland

☐ (G) Essex

☐ (H) Gloucester

☐ (J) Hudson

☐ (K) Hunterdon

☐ (M) Middlesex

☐ (N) Monmouth

☐ (L) Mercer

☐ (P) Morris

☐ (Q) Ocean

☐ (R) Passaic

☐ (S) Salem

☐ (T) Somerset

☐ (U) Sussex

☐ (V) Union

☐ (W) Warren

10. Present Permanent Title & Appointment Date:

Name & Title of Immediate Supervisor:

Telephone Number & Email Address of Immediate Supervisor:

* 11. Your Social Security number will be kept confidential and used as your applicant I.D. number to identify and track all of your records and transactions associated with the application and testing process. Collecting this data is permissible under NJSA 11A:4-1, but its submission is voluntary. If you do not provide the number, a unique number will be assigned to you. However, once assigned, you will be responsible for remembering it for any inquiries you may have concerning your application or testing process.

12. Signature: I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I understand that if my application is incomplete, it may be rejected. (WARNING: The Civil Service Commission may refuse to examine, or certify after examination, any applicant who makes a false statement of any material fact per NJAC 4A:4-6.2)

NOTE: Your application may be released to the Appointing Authority for the purpose of verifying information with regard to your qualifications.

Signature..... Date.....

FORCSC ONLY

Title of Promotion:	Symbol:	SS#:	
----------------------------	----------------	-------------	--

13. Educational Section - College And Graduate School - List any colleges, universities, and graduate schools you have attended. If it is required in the job announcement, be sure to attach a copy of your transcript or a list of courses, course descriptions, and credits completed. Foreign degrees/transcripts must be evaluated by a recognized evaluation service.

What is the name and location of the college(s) you attended?	What yrs. did you attend?	What was your major course of study?	What type of degree did you earn?	Did you graduate?	If NO, when will you graduate?	Number of credits earned
	From: _____ To: _____			<input type="checkbox"/> Y <input type="checkbox"/> N	_____ Month / Year	
	From: _____ To: _____			<input type="checkbox"/> Y <input type="checkbox"/> N	_____ Month / Year	

14. Other Schools or Training Courses - Include business, vocational, technical, or military schools you have attended, as well as any training courses that are **related** to the title for which you are applying. If it is not a full-time curriculum, be specific as to the number of hours attended.

What is the name & location of school/facility where course(s)/training was held?	What classes did you take?	What were the dates you attended?	How many hours per week did you attend?	Did you complete the program?
		_____ Month/Yr. TO _____ Month/Yr.		<input type="checkbox"/> Y <input type="checkbox"/> N
		_____ Month/Yr. TO _____ Month/Yr.		<input type="checkbox"/> Y <input type="checkbox"/> N

15. Use this space to describe any internships, licenses, certifications or registrations that you possess which are related to the position for which you are applying.

<p>A. What type of license(s), certification(s), and/or registration(s) do you hold?</p> <p>In which state(s) do you hold the license(s), certification(s), and/or registration(s)? _____</p> <p>B. What was the original issue date of the license(s), certification(s), and/or registration(s)?</p> <p>What is the date of your current license(s), certification(s), and/or registration(s)? _____</p>	<p>C. What type of internship(s) have you completed?</p> <p>Where was the internship(s) completed? _____</p> <p>What were the dates of the internship(s)? _____</p> <p>How many hours per week did you take part in the internship? _____</p> <p>Was it part of a college curriculum? <input type="checkbox"/> Y <input type="checkbox"/> N</p> <p>D. Certified Public Manager's Program</p> <p>Level 1 - 3 Completed ▶ _____ Month/Year</p> <p>Level 4 - 6 Completed ▶ _____ Month/Year</p>
---	--

16. Employment Record - If you do not properly complete your application you may be declared ineligible or you may not receive proper credit for scoring purposes. If you held different positions with the same employer, list each position separately. Make sure you give full dates of employment (month/year), indicate whether the job was full or part time, and the number of hours worked per week. Since your application may be your only "test paper," be sure it is complete and accurate. Failure to complete your application properly may cause you to be declared ineligible, lower your score, or possibly cause you to fail. If more space is needed, attach separate sheets.

<p>A What is the name and address of your current employer?</p> <p>What dates have you been employed in this position? From _____ To _____ Month/Year Month/Year</p>	<p>What is your title in this position?</p> <p>Is this position: <input type="checkbox"/> FULL TIME? <input type="checkbox"/> PART TIME? (Average No. hrs. per wk.) _____</p> <p>How many staff members do you supervise? Professional Staff _____ Support Staff _____</p>	<p>List the major duties you perform in this position in order of importance.</p>
<p>B What was the name and address of your previous employer?</p> <p>What dates were you employed in this position? From _____ To _____ Month/Year Month/Year</p>	<p>What was your title in this position?</p> <p>Was this position: <input type="checkbox"/> FULL TIME? <input type="checkbox"/> PART TIME? (Average No. hrs. per wk.) _____</p> <p>How many staff members did you supervise? Professional Staff _____ Support Staff _____</p>	<p>List the major duties you perform in this position in order of importance.</p>
<p>C What was the name and address of your previous employer?</p> <p>What dates were you employed in this position? From _____ To _____ Month/Year Month/Year</p>	<p>What was your title in this position?</p> <p>Was this position: <input type="checkbox"/> FULL TIME? <input type="checkbox"/> PART TIME? (Average No. hrs. per wk.) _____</p> <p>How many staff members did you supervise? Professional Staff _____ Support Staff _____</p>	<p>List the major duties you perform in this position in order of importance.</p>