STATE OF NEW JERSEY
FINAL ADMINISTRATIVE ACTION OF THE CIVIL SERVICE COMMISSION Examination Appeal
:

Tina Toal-Wolford requests to file a late application for the promotional examination for Senior Unemployment Insurance Clerk (PS0383N), Department of Labor and Workforce Development.

ISSUED: DECEMBER 22, 2020 (RE)

The PS0383N examination at issue was announced with requirements that had to be met as of the August 21, 2019 closing date and was open to the unit scope N861 (UI Operations). There are 69 admitted applicants for the subject examination and the examination has not yet been held. The appellant filed an application for Senior Unemployment Insurance Clerk (PS0385N), Department of Labor and Workforce Development, an examination for the unit scope N864 (Benefit Payment Control), and was found to be eligible as she was employed in unit scope N861.

On appeal, the appellant states that she should be eligible as she had been employed in Unit scope N861 since 2006.

CONLCUSION

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, it appears that the appellant mistakenly filed for the wrong examination, as her argument on appeal is her placement in unit scope N861. The record indicates that the examination has not yet been held. 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). Under these circumstances, the Commission finds that there is good cause to relax N.J.A.C. 4A:4-2.1(e) and allow the appellant to file a late application for the subject examination. However, the Commission advises the appellant to ensure that she timely files for any future examination announcements.

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

ORDER

It is ordered that this request be granted, and Tina Toal-Wolford be permitted to submit a late application for Senior Unemployment Insurance Clerk (PS0383N), Department of Labor and Workforce Development. It is further ordered that Toal-Wolford submit the attached promotional examination 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 Toal-Wolford'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 16TH DAY OF DECEMBER 2020

Dendre' L. Webster Cabb

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

Attachment

c: Tina Toal-Wolford Tennille Mccoy Division of Agency Services Records Center

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be contacted accommod	Check the box if you w ed regarding auxiliary ai lation in taking this exan mericans with Disabilitio	d or reasonable nination in accordance	 our office at 44 S. Clinton Avenue, Trenton, NJ. Completed forms should be mailed to the Department of Military and Veterans' Affairs (DMAVA). For more information, visit their web site at www.state.nj.us/military or contact them at 1-888-865-8387. Note: In accordance with Public Law 2010 c.26, Veterans pay a reduced application fee of \$15.00 if they have previously established Veterans Preference with the DMAVA (as defined by N.J.S.A. 11A:5-1 et seq.), or your claim is approved by DMAVA at least 8 days prior to the issuance of this eligibility list. 							
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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)										
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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?		at type of degree you earn?	Did you graduate?		If NO, when will you graduate?	Number of credits earned			
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	From: To:				ΠY	N	Month / Year				
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DPF-1a \$25 (page 2 of 2 Revised 10-13-11)	Sup	port Staff DID YOU INCLUD	FΔN		тотни			YES NO			