



**STATE OF NEW JERSEY**

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

In the Matter of Connie Bermudez,  
Supervising Library Assistant  
(M0881A), Parsippany Troy-Hills

Examination Appeal

CSC Docket No. 2020-2263

**ISSUED:**

(SLK)

Connie Bermudez appeals the determination of the Division of Agency Services (Agency Services) that she did not meet the experience requirements for the open competitive examination for Supervising Library Assistant (M0881A), Parsippany Troy-Hills.

The requirements for the subject examination were three years of library experience demonstrating a practical knowledge of library functions, services, terminology, techniques, procedures, and standard tools such as card catalog files, patron circulation systems, shelving arrangements, the Dewey Decimal Classification System, microfilm files, and equipment, six months of which must have been in a lead role over subordinate employees. A total of three individuals applied for the subject examination and none were found eligible. As such, the examination was cancelled due to a lack of qualified candidates.

On her application, the appellant indicated that she was a Senior Library Assistant from February 2017 to May 2019 and a Junior Library Assistant from October 2015 to February 2017. Agency Services credited the appellant with two years and two months of experience but determined that she lacked 10 months of general experience and six months of lead worker experience.

On appeal, the appellant the presents that she started provisionally serving in the subject title in June 2019. She describes how she leads 12 full-time and part-time employees in this position. Additionally, the appellant explains while serving

as a Senior Library Assistant, she led one-full time employee and two-part-time employees. She also indicates that she performed required general duties while serving as a Junior Library Assistant. In total, she indicates that she has over four and one-half years of experience performing the required general duties. Further, the appellant states that she is currently pursuing a Master's degree in Library and Information Science. Moreover, the appellant submits a letter from the Library Director who confirms that the appellant has been performing the required duties, including acting as a lead employee, since June 2019.

## CONCLUSION

*N.J.A.C.* 4A:4-2.1(g) provides that the Civil Service Commission (Commission) can accept clarifying information in eligibility appeals. For example, information submitted on appeal pertaining to duties in a given position that expands or enlarges information previously submitted is considered clarifying and is accepted.

Initially, Agency Services correctly determined that the appellant was not eligible for the subject examination as she did not clearly explain how she was performing the required general duties as a Junior Library Assistant and the required lead worker duties as Senior Library Assistant on her application. However, on appeal, the appellant clarifies her application by explaining how she performed the required general duties as a Junior Library Assistant and the required lead worker duties as a Senior Library Assistant. This information is confirmed by the Library Director. Therefore, the Commission finds that the appellant has sufficiently clarified that she has been performing the required duties for more than the required time by the closing date. *See In the Matter of Diana Begley* (MSB, decided November 17, 2004).<sup>1</sup>

## ORDER

Therefore, it is ordered that the appeal be granted, the cancellation of the examination be rescinded, and the appellant's application be processed for prospective employment opportunities only.

This is the final administrative determination in this matter. Any further review should be pursued in a judicial forum.

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<sup>1</sup> It is also noted that the appellant did not list her provisional service on her application. Therefore, Agency Services correctly did not consider this experience. On appeal, the appellant describes how she performs the required general and lead worker duties while provisionally serving in the subject title, which the Library Director confirms. As there is an incomplete list, there would have also been good cause under *N.J.A.C.* 4A:1-1.2(c) and *N.J.A.C.* 4A:4-2.1(f) to amend her application and accept her provisional experience in the subject title, including her experience after the closing date.

DECISION RENDERED BY THE  
CIVIL SERVICE COMMISSION ON THE  
20<sup>TH</sup> DAY OF MAY, 2020

*Deirdre L. Webster Cobb*

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Deirdre L. Webster Cobb  
Chairperson  
Civil Service Commission

Inquiries  
and  
Correspondence

Chris 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: Connie Bermudez  
Hank Sunyak  
Kelly Glenn  
Records Center