

**STATE OF NEW JERSEY** 

In the Matter of Lottie Newlin, Library Director (M0173C), Boonton	FINAL ADMINISTRATIVE ACTION OF THE CIVIL SERVICE COMMISSION
: CSC Docket No. 2022-256 : :	Examination Appeal
	<b>ISSUED: OCTOBER 12, 2021</b> (RE)

Lottie Newlin appeals the determination of the Division of Agency Services (Agency Services) which found that she did not meet the minimum requirements in experience for the open-competitive examination for Library Director (M0173C), Boonton.

The subject examination had a closing date of June 21, 2021 and was open to residents of New Jersey who possessed a Master's degree in Library or Information Science in a library program accredited by the American Library Association or from a New Jersey college Master's program in Library Science that has been deemed acceptable by Thomas Edison State College, and five years of library experience including work in the service, circulation, and reference areas, two years of which shall have been in a supervisory capacity. The appellant possessed the required degree and was found to be ineligible based on a lack of experience. As the appellant was the sole applicant, the examination was cancelled on August 14, 2021, and the appellant is serving as a provisional.

The appellant listed one position on her application, provisional Library Director, and she was credited with three years, eight months of experience in this position from January 2017 to the June 21, 2021 closing date. She met the supervisory experience requirement, and was found to be lacking one year, four months of library experience.

On appeal, the appellant states that she should be eligible as she 17 years of experience. Specifically, the appellant was a Library Director for Kemmerer

Library in Harding Township for five years, eleven months, an Assistant Library Director for Kemmerer Library in Harding Township for three years, three months, and a Circulation Supervisor for Harding Township Library for four years.

## 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. N.J.A.C. 4A:1-1.2(c) states that the Commission may relax a rule for good cause in particular situations, on notice to affected parties, in order to effectuate the purposes of Title 11A, New Jersey Statutes.

A review of the appellant's application reveals that the decision by the Agency Services, denying the appellant's admittance to the subject examination since she does not possess the required experience, was correct. She received credit for the experience listed on her application, and could not receive credit for experience not provided with her application. 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. While the appellant failed to follow basic instructions in filling out her application, the examination was cancelled, the appellant is still serving as a provisional appointee, and she has indicated that she had the required amount of applicable experience prior to the June 2021 closing date. Based on the circumstances presented, good cause has been established to relax the provisions of N.J.A.C. 4A:4-2.3(b) to accept the appellant's additional experience and admit her to the examination.

## ORDER

Therefore, it is ordered that this appeal be granted, and the appellant's application be 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 6<sup>TH</sup> DAY OF OCTOBER, 2021

Dendre' L. Webster Cabb

Deirdrè L. Webster Cobb Chairperson Civil Service Commission

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c: Lottie Newlin Neil Henry Division of Agency Services Records Center