



STATE OF NEW JERSEY

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

In the Matter of Shavonne Davis,
Advocate, Victim Witness Program
(C0357B), Atlantic County

Examination Appeal

CSC Docket No. 2021-1388

ISSUED: MAY 3, 2021 (SLK)

Shavonne Davis 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 Advocate, Victim Witness Program (C0357B), Atlantic County.

The subject examination had a March 6, 2020 closing date. The education requirement was a Bachelor’s degree. The experience requirement was one year of experience providing advice and referral services to individuals or groups coping with social, emotional, psychological or other problems. A total of 21 candidates applied for the subject examination and two were found eligible. Certification OL210192 was issued containing the names of the two eligibles and its disposition is due June 15, 2021. The list expires on March 10, 2024.

On the appellant’s application, she indicated that she possessed a Master’s degree. Additionally, the appellant indicated that she was provisionally serving in the subject title from October 2019 to the March 6, 2020 closing date, an Onsite Benefit Enrollment Counselor for Aon Universe Workplace Solutions from October 2018 to August 2019, a Long-Term Substitute Teacher for John Winslow Elementary School from April 2019 to June 2019, a Spa Front Desk Agent for Hard Rock Hotel & Casino from May 2018 to February 2019, a Spa Concierge for Borgata Hotel, Casino & Spa from May 2017 to August 2017, a Guest Experience Representative from the Red Door Salon & Spa from October 2016 to May 2017, an Educational Opportunity

Fund Administrative Assistant for Cumberland County College from May 2016 to August 2016, and a Spa Concierge for Borgata Hotel, Casino & Spa from May 2015 to April 2016 and May 2014 to August 2014. Agency Services credited her with meeting the education requirement and with four months of the required experience based on her provisional service in the subject title, but determined that she lacked eight months of experience.

CONCLUSION

N.J.A.C. 4A:4-2.3(b) provides that applicants shall meet all requirements specified in the open competitive announcement by the closing date. *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 purpose of Title 11A, New Jersey Statutes. *N.J.A.C.* 4A:4-6.3(b) provides that the appellant has the burden of proof in examination appeals.

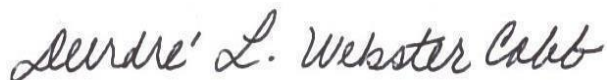
Personnel records indicate that the appellant continues to provisionally serve in the subject title and has gained the required experience after the closing date. Additionally, the eligible list is incomplete as it only contains two names. Therefore, the Commission finds good cause under *N.J.A.C.* 4A:1-1.2(c) to relax the provisions of *N.J.A.C.* 4A:4-2.3(b) and accept the appellant's experience gained after the closing date, for eligibility purposes only, and admit her to the subject examination.

ORDER

Therefore, it is ordered that the appeal be granted, 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.

DECISION RENDERED BY THE
CIVIL SERVICE COMMISSION ON
THE 28th DAY OF APRIL, 2021



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