



STATE OF NEW JERSEY

In the Matter of Melany Thompson,
 Senior Clerk Transcriber (PS5957P),
 Department of Law and Public
 Safety, Division of State Police

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

Administrative Appeal

CSC Docket No. 2021-1564

ISSUED: MAY 24, 2021 (BW)

The Department of Law and Public Safety, Division of State Police requests that the eligible list for Senior Clerk Transcriber (PS5957P), Department of Law and Public Safety, Division of State Police (NJSP) be revived to effectuate the regular appointment of Melany Thompson.

By way of background, the subject eligible list of two names promulgated on January 18, 2018 and expired on January 17, 2021. One eligible was appointed. Melany Thompson was the lone active eligible remaining on the promotional list.¹ On August 13, 2020, the Division of Agency Services (Agency Services) issued a classification determination finding that the most appropriate classification for Thompson’s position was Senior Clerk Transcriber, effective February 1, 2020. Thompson was provisionally appointed to the title, effective that same date. Currently, there are no promotional announcements for Senior Clerk Transcriber.

In its request, NJSP requests that the subject list be revived to allow it to permanently appoint Thompson. In this regard, it argues that, under the circumstances, it would be unfair to subject Thompson to current promotional examination procedures. Agency Services has indicated its support for this request.

¹ Certification PS180076 was issued on January 22, 2018, with Thompson listed in the second position. The first-ranked eligible on that certification was appointed, effective May 1, 2018.

CONCLUSION

N.J.S.A. 11A:4-6 and *N.J.A.C.* 4A:4-3.4 provide that an eligible list may be revived in order to implement a court order or decision of the Civil Service Commission (Commission) in the event of a successful appeal instituted during the life of a list, to correct an administrative error, or for other good cause.

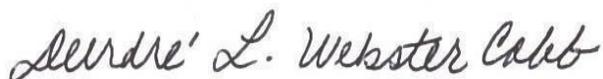
In the present matter, Thompson submitted a classification appeal of her permanent title, Clerk Typist. Agency Services issued a determination on August 13, 2020, that the most appropriate classification for her position was Senior Clerk Transcriber with an effective provisional appointment date of February 1, 2020, which was during the time the PS5957P list was still active. Accordingly, the appointing authority seeks revival of the subject list to allow for the regular appointment of Thompson to the title of Senior Clerk Transcriber. Given that Thompson was the sole remaining eligible on that list, and given that the effective date of the reclassification of her title was during the life of the PS5957P eligible list, it would be unjust to require that she undergo current promotional examination procedures. Accordingly, under these circumstances, good cause has been established to revive the subject eligible. Accordingly, the Commission orders that the PS5957P list be revived and Thompson's name be reflected as appointed off certification PS180076, effective February 1, 2020. However, the Commission further orders that Thompson be required to complete a current working test period. Upon successful completion of that working test period, her appointment shall be considered permanent, effective February 1, 2020.

ORDER

Therefore, it is ordered that this request be granted, the Senior Clerk Transcriber (PS5957P), NJSP eligible list be revived, and Melany Thompson's name to reflected as appointed, effective February 1, 2020, from certification PS180076. Upon successful completion of a current working test period, her appointment shall be considered permanent, effective February 1, 2020.

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 19TH DAY OF MAY, 2021



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