



**STATE OF NEW JERSEY**

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

In the Matter of Susan Radosti,  
Secretarial Assistant 2, Non-  
Stenographic (PS3726K), Department  
of Children and Families

Examination Appeal

CSC Docket No. 2021-1797

**ISSUED: JULY 2, 2021 (SLK)**

Susan Radosti appeals the determination of the Division of Agency Services (Agency Services) that he did not meet the experience requirements for the promotional examination for Secretarial Assistant 2, Non-Stenographic (PS3726K), Department of Children and Families.

The subject examination’s closing date was August 21, 2020. The experience requirements were four years of experience in secretarial and administrative clerical work. Successful completion of a clerical training program with a minimum of 700 classroom training hour credits in secretarial science from an accredited college or university could be substituted for one year of experience. A total of three employees applied<sup>1</sup> and resulted in a list containing one eligible. Certification PS210530 was issued containing the name of the one eligible. Its disposition is due August 14, 2021. The list expires on May 12, 2024.

On her application, the appellant indicated that she was provisionally serving in the subject title from November 2019 to the August 21, 2020 closing date, a

<sup>1</sup> The appellant did not apply initially apply to the subject examination. In *In the Matter of Susan Radosti* (CSC, decided October 21, 2020), the Civil Service Commission (Commission) granted her request to submit a late application.

Principal Clerk Typist from April 2018 to November 2019, a Senior Clerk Typist from March 2017 to April 2018<sup>2</sup>, an Administrative Assistant for Mike Parker Real Estate from December 1996 to December 1996, an Administrative Assistant for Coastal Copy Systems from October 1991 to November 1995, a Behavior Breakthrough Counselor for Nutri-System, Inc. from June 1990 to September 1991, and a Program Supervisor for Alternatives, Inc. from October 1988 to May 1990. Agency Services credited the appellant with one year and two months of experience based on her provisional service in the subject title and her Principal Clerk Typist experience<sup>3</sup>, but determined that she lacked two years and 10 months of experience.

On appeal, the appellant presents that prior to her State service, she was an Executive Secretary/Administrative Assistant with the McGraw-Hill Companies from October 2000 to December 2007 in a division that sold construction data. She indicates that she was the assistant to the Vice President (VP) of North American Sales and the secretaries for each sales manager in the unit reported to her. The appellant states that she assisted the VP by scheduling his meetings and appointments, answering his phones and taking messages, responding to internal and external emails on his behalf, making his travel arrangements, compiling his travel expense reports and submitting to accounting for reimbursement, planning and organizing conference rooms, equipment and catering for conferences the department hosted, ordering office supplies for more than 100 employees, and adhering to a budget.

## CONCLUSION

*N.J.A.C.* 4A:4-2.6(a) provides that applicants shall meet all requirements specified in the promotional announcement by the closing date. *N.J.A.C.* 4A:4-2.1(f) provides that an applicant may amend a previously submitted application only prior to the announced closing date. *N.J.A.C.* 4A:1-1.2(c) states that the Commission may relax a rule for good cause in order to effectuate the purposes of Title 11A, New Jersey Statutes.

Initially, Agency Services correctly determined that the appellant was not eligible as she did not indicate sufficient experience on her application. However, on appeal, the appellant amended her application by indicating that she had over seven years of applicable experience as an Executive Secretary/Administrative Assistant for the McGraw-Hill Company prior to her State service. Although *N.J.A.C.* 4A:4-2.1(f) proscribes the amendment of an application after the closing date set in the

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<sup>2</sup> Personnel records indicate that the appellant was a Senior Clerk Typist from March 2017 to April 2018 and a Clerk Typist from December 2013 to March 2017.

<sup>3</sup> It is unclear how Agency Services determined that the appellant should be credited with one year and two months of experience as it is two years and five months from the time the appellant indicated that she started as a Principal Clerk Typist in April 2018 to the August 21, 2020 closing date, which would indicate that she lacked one year and seven months of experience.

announcement, the circumstances present in this matter provide good cause to permit the appellant to amend his application. Specifically, the eligible list is incomplete as there is only one name on the list. Further, 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). In this regard, the Commission finds that the appellant has demonstrated that she has the required experience for the subject title by the closing date, which, based on the circumstances presented, warrants her admission to the subject examination. Accordingly, good cause is established to relax the provisions of *N.J.A.C. 4A:4-2.1(f)* and admit the appellant.

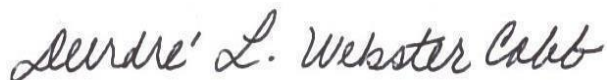
The Commission cautions the appellant that, in the future, she should ensure that any applications are fully and completely filled out as his failure to do so will be cause for rejection from the selection process. This determination is limited to the instant matter and does not provide precedent in any other matter.

### 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 30<sup>TH</sup> DAY OF JUNE, 2021



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