



**STATE OF NEW JERSEY**

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

In the Matter of Stephanie Orabona,  
Supervisor Criminal Information  
Records (PC2490C), Ocean County

CSC Docket No. 2022-144

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Examination Appeal

**ISSUED: SEPTEMBER 24, 2021  
(RE)**

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Stephanie Orabona appeals the decision of the Division of Agency Services (Agency Services) which found that she did not meet the experience requirements for the promotional examination for Supervisor Criminal Information Records (PC2490C), Ocean County.

The subject promotional examination had a closing date of February 21, 2021 and was open to employees in the competitive division who had an aggregate of one year of continuous permanent service as of the closing date in any competitive title and who met the announced requirements. Those requirements were three years of experience in law enforcement or supervisory experience in clerical work. The appellant was found to be below the minimum requirements in experience. As the appellant was the sole applicant, the examination was cancelled on August 2, 2021.

On her application, the appellant listed one position, provisional Supervisor Criminal Information Records from December 2020 to the February 2021 closing date. She was credited with three months of experience for the one position on her application and was found to be lacking two years, nine months of required experience.

On appeal, the appellant provides other positions of employment and argues that she exceeds the experience requirement.

## CONCLUSION

*N.J.A.C.* 4A:4-2.6(a) provides that applicants shall meet all requirements specified in the promotional examination announcement by the closing date.

*N.J.A.C.* 4A:1-1.2(c) provides that the Civil Service Commission may relax the rules for good cause in a particular situation, on notice to affected parties, in order to effectuate the purposes of Title 11A, New Jersey Statutes.

In the instant matter, the appellant was found to be lacking two years, nine months of qualifying experience as the appellant listed only her provisional position on her application. As such, Agency Services correctly determined that the appellant was not eligible for the subject examination. Nevertheless, while the appellant's Records Support Technician 4 position was not listed on her application, the duties for this position were provided on appeal and are applicable, and the appellant accrued over six years of experience in that title. She serves as a provisional in the subject title, and the examination was cancelled. As such, good cause exists to relax the provisions of *N.J.A.C.* 4A:4-2.6(a), and accept the appellant's additional experience and admit her to the examination.

On a final note, the On-Line Application System User's Guide cautions applicants to carefully review the application to ensure that it is complete and accurate before submitting, and to complete the application in detail. It states that failure to complete the application properly may cause the applicant to be declared ineligible. The instructions under the experience portion of the applications advise applicants to provide all employment information (not just current employment information), and if they have multiple positions, they need to make sure that they provide each one separately. The appellant should follow these instructions and properly complete any future applications for examinations.

## ORDER

Therefore, it is ordered that this appeal be granted, the examination cancellation be rescinded, 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 22 DAY OF SEPTEMBER, 2021

*Deirdre' L. Webster Cobb*

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Deirdre L. Webster Cobb  
Chairperson  
Civil Service Commission

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