



STATE OF NEW JERSEY

In the Matter of Peter Calabrese,
Police Sergeant (PM4505C),
Atlantic City

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

CSC Docket No. 2022-1957

Examination Appeal

ISSUED: MARCH 25, 2022 (JH)

Peter Calabrese requests that he be permitted to submit an application for the promotional examination for Police Sergeant (PM4505C), Atlantic City, after the application filing deadline.

By way of background, the announcement for the subject examination issued on October 1, 2021 with an application filing deadline of October 21, 2021 and all applications had to have been received by that date. A review of the record finds that the Online Application System (OAS) indicates that the appellant began his application for the subject test on October 6, 2021 at 2:33 p.m. and at 2:38 p.m., he began the payment process. However, OAS further indicates, “Application Pending – Payment selection not completed.” It is noted that the subject examination was administered on February 26, 2022.

In an appeal filed on February 25, 2022, Calabrese indicates that he contacted the OAS technical support unit on February 22, 2022 “in reference to my application not being processed on 10/06/2021 . . . For whatever reason my application was not fully processed, I have been informed that this could have been as a result of misunderstanding of the computer system, an issue with the computer connection at the final step of the process or even a result of my recovery at that time from a . . . positive test result as I was still experiencing severe complications . . .” In support of his appeal, the appellant provides additional documentation including: a copy of his completed application from OAS dated October 6, 2021 for the subject test; a copy of a Payment Verification form from the State of New Jersey Payment Processing Services indicating the appellant’s billing information,

payment method and a description of the transaction which indicates “Examination Fees” in the amount of \$50; a Certificate to Return to Work form from his physician dated October 5, 2021 which indicates that the appellant “will be unable to work or go to school from October 5, 2021 to October 25, 2021;” and a copy of his lab test results printed on September 27, 2021.

CONCLUSION

N.J.A.C. 4A:4-2.6(a)4 provides that applicants for promotional examinations shall submit an application on or before the announced application filing date. *N.J.A.C.* 4A:4-2.1(e) provides, in part, that applications for promotional examinations shall be submitted no later than 4:00 p.m. on the announced application filing date. *N.J.A.C.* 4A:1-1.2(c) provides that a rule may be relaxed for good cause shown in a particular situation.

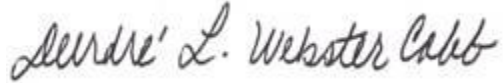
In the present matter, the appellant attempted to file a timely application for the subject announcement on October 6, 2021 but for reasons that are unclear, Calabrese’s payment was not fully processed by OAS, despite the information indicated on the Payment Verification form. The Commission notes that 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). Given this, good cause exists to relax the provisions of *N.J.A.C.* 4A:4-2.6(a)4 and allow the appellant to file an application after the application deadline for Police Sergeant (PM4505C), Atlantic City. This remedy is limited to the facts of this matter and may not be used as precedent for any other proceeding.

ORDER

Therefore, it is ordered that this request be granted and the appellant be permitted to submit an application for Police Sergeant (PM4505C), Atlantic City. It is also ordered that the appellant submit a promotional examination application and the \$50.00 application processing fee to the Division of Agency Services. The application and processing fee must be postmarked no later than 15 days from the issuance date of this decision. Upon receipt of the application and processing fee, it is ordered that his application be processed. If the appellant’s application and the required payment is not postmarked on or before the 15th day after the issuance date of this decision, he will not be entitled to have his application reviewed. It is further ordered that upon determination of eligibility, the appellant be scheduled for a make-up examination.

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 23RD DAY OF MARCH, 2022



Deirdré L. Webster Cobb
Chairperson
Civil Service Commission

Inquiries
and
Correspondence

Allison Chris Myers
Director
Division of Appeals and Regulatory Affairs
Civil Service Commission
Written Record Appeals Unit
P.O. Box 312
Trenton, New Jersey 08625-0312

Attachment

c: Peter Calabrese
Division of Agency Services
Division of Administration and Employee Services
Records Center

APPLICATION FOR PROMOTIONAL EXAMINATION

NEW JERSEY CIVIL SERVICE COMMISSION —County and Municipal Government

\$ 50.00 FEE REQUIRED
Make Check/Money Order Payable to NJCSC

FOR COMMISSION USE ONLY

INSTRUCTIONS: Please print or type. Answer all pertinent questions and ensure that all information is accurate and complete. Sign your name in Block 11. **NOTE:** No additional information may be accepted after the last date for filing applications has passed. **If you change your address, you must notify the Civil Service Commission immediately in writing.**

Return your completed application no later than the last date for filing listed on the announcement to: NJ CSC, 44 S. Clinton Ave. PO Box 322, Trenton, N.J. 08625-0322

FOR COMMISSION USE ONLY			2. Social Security Number:	3. Symbol:
STATUS: <input style="width: 20px; height: 20px;" type="text"/>			* (see block 10 for additional information)	
SEN: <input style="width: 20px; height: 20px;" type="text"/>	UE: <input style="width: 20px; height: 20px;" type="text"/>	REV NO REV		
1. Title of Promotion: <div style="color: red; font-size: small;">Note: Applications must be postmarked by</div>			4. Name & Address: Last: _____ First: _____ M.I. _____ Street: _____ City: _____ State: _____ Zip Code: _____ E-mail address: _____ County: _____ Daytime Telephone: _____ <div style="text-align: right; font-size: x-small;">(Area Code) - Number</div>	

5. BACKGROUND DATA

5a. Education (Indicate the highest level Diploma or Degree you have earned): <input type="checkbox"/> High School Diploma or GED <input type="checkbox"/> (A) Associate's Degree <input type="checkbox"/> (M) Master's Degree <input type="checkbox"/> (S) Some College but No Degree <input type="checkbox"/> (B) Bachelor's Degree <input type="checkbox"/> (D) Doctorate		
5b. Completion of this part is VOLUNTARY and is to be used only for complying with EEOC Guidelines and the New Jersey State Affirmative Action Program.		
Gender: <input type="checkbox"/> (1) Male <input type="checkbox"/> (2) Female	Check the group you are a member of: <input type="checkbox"/> (1) Black <input type="checkbox"/> (2) White <input type="checkbox"/> (3) Hispanic <input type="checkbox"/> (4) Asian <input type="checkbox"/> (5) American Indian or Alaskan Native	
6. Check the county in which you prefer to take the examination. (Check one box only) <input type="checkbox"/> (1) Camden <input type="checkbox"/> (2) Mercer <input type="checkbox"/> (3) Essex <input type="checkbox"/> (4) Monmouth <input type="checkbox"/> (6) Atlantic <input type="checkbox"/> (7) Bergen	7. Are you claiming veterans preference? <input type="checkbox"/> YES <input type="checkbox"/> NO Check YES if you are claiming veterans preference for this examination. If you have established veterans preference since April 1, 1980, no further action is needed. Otherwise, complete a veterans preference claim form and include the required documents. Claim forms are available on our web site at www.state.nj.us/csc and at our office at 44 S. Clinton Avenue, Trenton, NJ. Completed forms should be mailed to the Department of Military and Veterans' Affairs. For more information, visit their web site at www.state.nj.us/military or contact them at 1-888-865-8387.	
8. ADA Assistance: Check the box if you would like to be contacted regarding auxiliary aid or reasonable accommodation in taking this examination in accordance with the Americans with Disabilities Act. <input type="checkbox"/>		

9. Present Permanent Title & Appointment Date: <hr/> Name & Title of Immediate Supervisor: <hr/> Telephone Number & Email Address of Immediate Supervisor:	<p>* 10. Your Social Security number will be kept confidential and used as your applicant I.D. number to identify and track all of your records and transactions associated with the application and testing process. Collecting this data is permissible under NJSA 11A:4-1, but its submission is voluntary. If you do not provide the number, a unique number will be assigned to you. However, once assigned, you will be responsible for remembering it for any inquiries you may have concerning your application or testing process.</p>
---	--

11. Signature: I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I understand that if my application is incomplete, it may be rejected. (WARNING: The Civil Service Commission may refuse to examine, or certify after examination, any applicant who makes a false statement of any material fact per NJAC 4A:4-6.2)

FOR CSC ONLY

NOTE: Your application may be released to the Appointing Authority for the purpose of verifying information with regard to your qualifications.

Signature..... Date.....