



**STATE OF NEW JERSEY**

In the Matter of William Young  
(PM4661C), Union Township

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

CSC Docket No. 2022-1339

Administrative Appeal

**ISSUED: APRIL 11, 2022**

William Young requests permission to file a late application for the promotional examination for Police Sergeant (PM4661C), Union Township.

By way of background, the petitioner was appointed to the title of Police Officer with Union Township, effective July 20, 2015. The Police Sergeant (PM4661C), Union Township examination was announced on October 1, 2021 with an application filing deadline of October 21, 2021, and all applications had to be received by 4:00 p.m. on that date. On October 4, 2021, the petitioner submitted an application for the promotional examination for the County Police Sergeant (PC4660C), Union County examination, which was open to Union County employees with three years of continuous permanent service in the title of County Police Officer as of the closing date. Upon review of his application, the Division of Agency Services deemed him ineligible for the PC4660C examination, because he was not employed in the announced unit scope.

Thereafter, the petitioner appealed the determination that he was ineligible for the PC4660C examination. Upon receipt, this agency processed his appeal as a request to file symbol a late application for the Police Sergeant (PM4661C), Union Township examination, as the record appeared to indicate that he filed an application for the PC4660C examination in error. It is noted that the petitioner was

conditionally admitted to the examination, which was administered on February 26, 2022.<sup>1</sup> The subject eligible list has not yet promulgated.

### 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) states that unless otherwise provided for by the Chairperson or designee, applications for open competitive and promotional examinations shall be submitted to the Civil Service Commission 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.

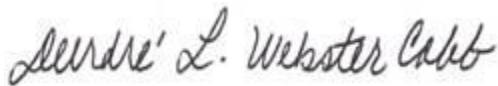
In the instant matter, applications for the Police Sergeant (PM4661C), Union Township examination were due by the application filing deadline of October 21, 2021. The petitioner, who serves as a Police Officer with Union Township applied for the County Police Sergeant (PC4660C), Union County examination on October 4, 2021, in error. Given that the petitioner appears to have made a good faith effort to submit a timely application for a promotional examination but did so for the wrong symbol, good cause exists to relax the provisions of *N.J.A.C.* 4A:4-2.6(a)4 and allow the petitioner to file an application after the application deadline date for the Police Sergeant (PM4661C), Union Township examination.

### ORDER

Therefore, it is ordered that this request be granted, the petitioner's application for the Police Sergeant (PM4661C), Union Township examination be accepted and the petitioner be admitted to the 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 6<sup>TH</sup> DAY OF APRIL 2022




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Deirdre L. Webster Cobb  
Chairperson  
Civil Service Commission

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<sup>1</sup> The appellant was also required to file a corrected application and new application filing fee.

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

c: William Young  
Division of Agency 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		
<b>STATUS:</b> <input type="checkbox"/>		
<b>SEN:</b> <input type="checkbox"/>	<b>UE:</b> <input type="checkbox"/>	<b>REV</b> <b>NO REV</b>

<b>2. Social Security Number:</b>  * (see block 10 for additional information)	<b>3. Symbol:</b>
<b>4. Name &amp; Address:</b>	
Last: _____ First: _____ M.I. _____	
Street: _____	
City: _____ State: _____ Zip Code: _____	
E-mail address: _____	
County: _____ Daytime Telephone: _____ <small>(Area Code) - Number</small>	

**1. Title of Promotion:**  
  
  
*Note: Applications must be postmarked by*

## 5. BACKGROUND DATA

**5a. Education** (Indicate the highest level Diploma or Degree you have earned):

High School Diploma or GED     
  (A) Associate's Degree     
  (M) Master's Degree  
 (S) Some College but No Degree     
  (B) Bachelor's Degree     
  (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:**  (1) Male     (2) Female   
 **Check the group you are a member of:**  
 (1) Black     (2) White     (3) Hispanic     (4) Asian     (5) American Indian or Alaskan Native

**6. Check the county in which you prefer to take the examination.** (Check one box only)

(1) Camden     (2) Mercer     (3) Essex  
 (4) Monmouth     (6) Atlantic     (7) Bergen

**7. Are you claiming veterans preference?**     YES     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](http://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](http://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.

**9. Present Permanent Title & Appointment Date:**

\_\_\_\_\_

**Name & Title of Immediate Supervisor:**

\_\_\_\_\_

**Telephone Number & Email Address of Immediate Supervisor:**

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**\* 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.

**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**

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

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