



STATE OF NEW JERSEY

In the Matter of Leroy Gandy, Police
Sergeant (PM4647C), Somers Point

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

CSC Docket No. 2022-1110

Administrative Appeal

ISSUED: October 12, 2022 (ABR)

Leroy Gandy requests to file a late application for the promotional examination for Police Sergeant (PM4647C), Somers Point.

By way of background, the subject 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.

The petitioner, in support of his request, states that he was unable to complete an application via the Online Application System (OAS) on October 21, 2021 because of technical issues. He indicates that he attempted to submit a request for help online prior to 4:00 p.m. on the application deadline date, but that he kept getting an error message. He states that he subsequently called this agency's Information Center for assistance and got a recorded message which advised that the agency was experiencing technical difficulties and instructed him to contact OAS Support via email, which he did. Given these issues, he requests an opportunity to file a late application for the subject examination.

The Division of Agency Services (Agency Services) has confirmed that there was no interruption of service for OAS on October 21, 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. This provision is necessary for Agency Services to properly process the voluminous applications it receives for various examinations. *See In the Matter of Andrew Romeo* (MSB, decided September 22, 2004). *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 (Commission) no later than 4:00 p.m. on the announced application filing date.

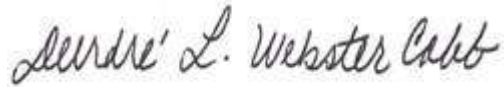
In the instant matter, applications for the subject promotional examination were due by the application filing deadline of October 21, 2021. Although the petitioner describes an unfortunate set of circumstances, there does not appear to be a basis to relax the above-noted requirement. Initially, a review of agency records indicates that the petitioner's email requesting assistance from OAS Support was not sent until 5:29 p.m. on October 21, 2021, which was 89 minutes after the application filing deadline. Applicants are encouraged to file their applications early to allow for sufficient time to resolve any potential technical issue prior to the application filing deadline. Indeed, the examination announcement explicitly noted that "application support requests received outside regular business hours on the closing date will not change the application filing deadline so please file early." Additionally, the announcement also stated that "**[a]pplications must be completed and submitted by 4:00PM on the application deadline date.** Failure to complete your application properly may cause you to be declared ineligible." Moreover, Agency Services has confirmed that there was no service interruption on October 21, 2021. Therefore, given the information in the announcement, the lack of any indication that the petitioner contacted this agency prior to the application deadline and the confirmation from Agency Services that OAS was functioning during the relevant period, there does not appear to be a basis to permit the petitioner to file a late application for the subject examination.

ORDER

Therefore, it is ordered that this appeal be denied.

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 12TH DAY OF OCTOBER, 2022



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