



STATE OF NEW JERSEY

In the Matter of Luz Flores,
Sewing Worker (PS6087K),
Department of Human Services

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

CSC Docket No. 2022-2580

Examination Appeal

ISSUED: October 12, 2022 (JET)

Luz Flores appeals the determination of the Division of Agency Services (Agency Services) that she did not meet the experience requirement for the promotional examination for Sewing Worker (PS6087K), Department of Human Services.

The promotional examination was announced with specific requirements which had to be satisfied by the November 22, 2021, closing date. The announcement was open, in pertinent part, to employees who possessed one year of applicable experience in the cutting out, sewing, alteration, and repair of clothing and linens. A total of five eligibles applied for the subject examination. The resulting eligible list of one name promulgated on March 24, 2022 and a certification was issued and one appointment was made.

On her application and resume, the appellant indicated that she served in the sewing room for 10 years, and she previously served in the laundry room for 10 years. She did not indicate any other information on the application. Agency Services did not credit her with any applicable experience. Accordingly, Agency Services determined the appellant was ineligible for the examination, as she lacked one year of applicable experience.

On appeal, the appellant clarifies, among other things, that she is currently serving as a provisional Sewing Worker, and she has been serving in that position since April 11, 2020. The appellant states that since 2012 her duties included sewing and cutting cotton labels on washcloths and laundry bags using single needle industrial sowing machines; troubleshooting problems, which include replacing

bobbin and tension adjustments; making clothing and linen alterations, including hems, repairs, and adaptive alterations; applying rip stops; applying clothing protectors; measuring, cutting and sewing curtains; and making replacements for the facility auditorium's stage drapery. As such, the appellant maintains that she should be admitted to the subject examination as she possesses sufficient experience in the subject title to qualify her for the examination.

Agency records indicate that the appellant continues to serve provisionally in the subject title.

CONCLUSION

N.J.A.C. 4A:4-2.6(a)2 provides that applicants shall meet all requirements specified in the promotional announcement by the closing date. Under *N.J.A.C.* 4A:4-2.1(g), the Civil Service Commission (Commission) can accept clarifying information in eligibility appeals. In this matter, Luz provides clarifying documentation confirming that she possesses one year of applicable experience in cutting out, sewing, alteration, and repair of clothing and linens. As such, the Commission is satisfied that she satisfies the requirements and has provided acceptable clarifying information pursuant to *N.J.A.C.* 4A:4-2.1(g). In this regard, the purposes of the Civil Service System are best served when more candidates are permitted to demonstrate their merit and fitness for promotion via examination. Under these circumstances, the appellant should be admitted to the subject examination. The record in the instant matter reveals that the subject eligible list has been exhausted as the only eligible has received a regular appointment. Moreover, the appellant continues to serve provisionally in the subject title. Therefore, based on the foregoing, the appellant met the eligibility requirements.

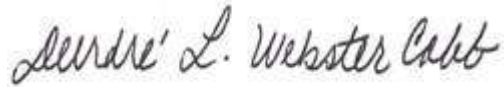
This decision is based on the particular facts of this matter and shall not be used as a precedent for any future matters.

ORDER

Therefore, it is ordered that this appeal be granted, and the appellant's application be processed for future prospective employment opportunities only at the time of the next certification.

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



Deirdre L. Webster Cobb
Chairperson
Civil Service Commission

Inquiries Nicholas F. Angiulo
and Director
Correspondence Division of Appeals & Regulatory Affairs
 Civil Service Commission
 Written Record Appeals Unit
 P.O. Box 312
 Trenton, New Jersey 08625-0312

c: Luz Flores
 Lois Robinson
 Division of Agency Services
 Records Center