

after the closing date. She provides a comparison of the duties that she performed in her positions to the examples of work from the job specification of the title under test.

CONCLUSION

N.J.A.C. 4A:4-2.3(b) provides that applicants shall meet all requirements specified in the open competitive examination announcement by the closing date. *N.J.A.C.* 4A:4-2.1(f) states that, prior to the announced application filing date, an applicant may amend a previously submitted application.

A review of the appellant's application reveals that the decision by the Agency Services, denying the appellant's admittance to the subject examination due to the fact that she does not possess the required experience, was correct. Pursuant to *N.J.A.C.* 4A:4-2.1(f), any supplemental information received after the closing date cannot be considered. As such, the appellant's position as a Fire Fighter cannot be considered. Even so, the appellant did not provide all requisite information for those positions, such as full- or part-time hours, months of service or supervisory information. A cursory review of the position indicates that it is not applicable as it does not have the announced experience requirement as the primary focus. Similarly, the appellant's positions as EMT and Office Assistant are inapplicable, as they do not have the announced experience requirement as the primary focus. Ancillary duties, such as a comparison of a few duties of the position to the Examples of Work on the job specification, is not acceptable for accepting the experience, as each position can have only one primary focus.

As an Emergency Management Specialist for four months, the appellant worked with the Federal Emergency Management Agency (FEMA) in Burlington County on providing logistical support to health workers regarding the Covid-19 pandemic. Her duties in this position do not match the announced experience requirement.

Aside from her provisional position, the appellant has not established that the *primary focus* of any of her other experience was in the collection and analysis of public health information, including the planning and evaluation of public health plans, and she therefore lacks one year, two months of required experience as of the June 21, 2022 closing date.

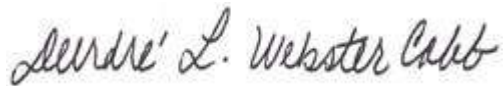
An independent review of all material presented indicates that the decision of Agency Services that the appellant did not meet the announced requirements for eligibility by the closing date is amply supported by the record. The appellant provides no basis to disturb this decision. Thus, the appellant has failed to support her burden of proof in this matter.

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



Deirdré L. Webster Cobb
Chairperson
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