



**STATE OF NEW JERSEY**

In the Matter of Alicia Reed, Family Service Supervisor (PC4847C), Essex County	:	<b>FINAL ADMINISTRATIVE ACTION OF THE CIVIL SERVICE COMMISSION</b>
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CSC Docket No. 2023-601	:	Examination Appeal
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**ISSUED:** November 23, 2022 (HS)

Alicia Reed requests permission to submit a late application for the promotional examination for Family Service Supervisor (PC4847C), Essex County.

The announcement for the subject examination issued on November 1, 2021 with a closing date of November 21, 2021. The resulting eligible list of 123 names promulgated on October 27, 2022 and expires on October 26, 2025. The list has yet to be certified. The appellant did not submit an application.

On appeal to the Civil Service Commission (Commission), the appellant stated that during November 2021, she was caring for her mother and was not in a state of mind to apply. However, once she was provisionally promoted to the subject title on March 28, 2022, she reached out to her union president, on April 8, 2022, for assistance with requesting an opportunity to file a late application with this agency. However, her union president never passed on her request to this agency.

**CONCLUSION**

*N.J.A.C.* 4A:4-2.1(e) provides, in pertinent part, that applications for promotional examinations shall be submitted no later than 4:00 P.M. on the announced application filing date.

Upon review, the Commission declines to permit the appellant to file a late application. The record in this matter reflects that she did not reach out to her union

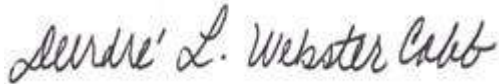
president until April 8, 2022, more than *four months* after the closing date and only *after* she had been made provisional in the subject title. Thus, this appeal was not timely filed. *See N.J.A.C. 4A:2-1.1(b)*. Accordingly, the Commission can find no basis in this case to allow the appellant to file a late application.

**ORDER**

Therefore, it is ordered that this request 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 23<sup>RD</sup> DAY OF NOVEMBER, 2022



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