



STATE OF NEW JERSEY

In the Matter of Coreen Wint, Program Support Specialist 3 (Assistance Programs) (PS8265K), Department of Human Services	:	FINAL ADMINISTRATIVE ACTION OF THE CIVIL SERVICE COMMISSION
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CSC Docket No. 2022-2539	:	Examination Appeal
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ISSUED: JUNE 20, 2022 (HS)

Coreen Wint requests permission to submit a late application for the promotional examination for Program Support Specialist 3 (Assistance Programs) (PS8265K), Department of Human Services.

The announcement for the subject examination issued on March 1, 2022 with a closing date of March 21, 2022 and was open to employees who met the listed requirements. There are 13 applicants for the examination. According to the Online Application System (OAS), the appellant did not submit an application. Rather, as of March 18, 2022, the status of the appellant’s application was pending as the payment selection was not completed.

On appeal to the Civil Service Commission (Commission), the appellant claims that on March 18, 2022, a message was displayed on her monitor stating that her application was submitted successfully. She maintains that she is unable to provide a copy of that message “because that part did not print with the application.” The appellant also maintains that she did not receive a confirmation e-mail. She asserts that, after two weeks of not receiving a confirmation e-mail, she contacted this agency and was told she did not submit the application fee. The appellant claims that she experienced technical difficulties “on multiple factors with [her] system” and that is why her payment did not go through.¹ The appellant submits a money order for the application fee.

¹ Agency records indicate that on March 18, 2022, she requested help to change her password and update her e-mail address to access the OAS.

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.

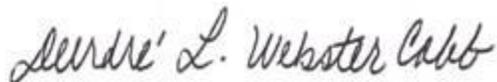
Upon review, the Commission declines to permit the appellant to file a late application. The appellant claims that a message displayed on her monitor stating that her application was submitted successfully. However, the appellant's explanation that she is unable to provide a copy of that message "because that part did not print with the application" is unconvincing. Moreover, on appeal, the appellant acknowledges she did not receive a confirmation e-mail, yet she waited until after the closing date to inquire as to why she did not receive it. Further, although the appellant alludes to technical difficulties, the Commission has no record of any service interruption with the application fee payment system on March 18, 2022, and 13 individuals were able to submit applications. Furthermore, agency records indicate that the appellant requested help to change her password and e-mail to access the OAS. However, no further contact was made by the appellant indicating any technical difficulties, prior to the closing date of the subject examination. 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 and the appellant's money order be returned to her.

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 15TH DAY OF JUNE 2022



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