

appellant was hired as a temporary appointee to the title of Recreation Aide from May 1998 to July 1988, October 1988 to May 1989, and April 1993 to February 1994.

Upon a review of the appellant's application, Agency Services found no indication of beach maintenance, nor supervisory experience as a Lifeguard, on the appellant's application. The appellant also did not submit a resume. Thus, Agency Services determined that the appellant lacked the applicable experience.

On appeal to the Civil Service Commission (Commission), the appellant states that he has 28 years of experience with the City of Cape May, which includes maintaining the beaches and cleaning and repairing beach structures and beach related equipment. Further, he states that 24 of his 28 years have been in a supervisory capacity which includes being a Lifeguard supervisor.

CONCLUSION

N.J.A.C. 4A:4-2.3(b)2 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(g) provides that the Commission may request clarifying information from an applicant. For example, information submitted on appeal pertaining to duties in a given position that expands or enlarges information previously submitted is considered clarifying and is accepted.

In the instant matter, Agency Services determined that the appellant was not eligible for the subject examination based on the review of his application. As such, it found that the appellant lacked the three years of required experience as of the November 22, 2021 closing date. However, a review of agency records indicates that the appellant possessed 10 months of provisional experience prior to the examination closing date. The record also indicates that the appellant continues to serve provisionally in the subject title. Moreover, the appellant has clarified the duties of his provisional position and his prior positions, which provides him applicable experience. In that regard, it is noted that in his title of "Lieutenant," he performed applicable Lifeguard supervisory duties. Further, as previously noted, the appellant was the only applicant who filed for the examination which had been cancelled effective February 12, 2022.

Under these circumstances, the Commission finds that the appellant met the experience requirement by the examination closing date and should be admitted to the subject examination. In that regard, in accordance with *N.J.A.C.* 4A:4-2.1(g), the Commission will accept clarification of the appellant's work experience submitted on appeal. Absent accepting clarification of the appellant's work experience after the examination closing date, no other eligible candidate can be appointed, as the subject examination had been cancelled. It is emphasized that the purpose of the Civil Service system is best served when more rather than fewer individuals are presented

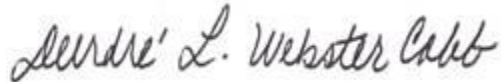
with appointments and/or advancement opportunities. *See Communications Workers of America v. New Jersey Department of Personnel*, 154 N.J. 121 (1998).

ORDER

Therefore, it is ordered that this appeal be granted, the examination cancellation be rescinded, and the appellant's application be processed for prospective employment opportunities only.

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 29TH DAY OF JUNE 2022



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