



STATE OF NEW JERSEY

In the Matter of Kamelah Williams-
Betancourt, Sheriff's Officer
(C0218D), Essex County

FINAL ADMINISTRATIVE ACTION
OF THE
CIVIL SERVICE COMMISSION

CSC Docket No. 2023-186

Examination Appeal

ISSUED: March 15, 2023 (ABR)

Kamelah Williams-Betancourt requests a make-up for the open competitive examination for Sheriff's Officer (C0218D), Essex County.

By way of background, the subject announcement was issued on January 3, 2022, with an application filing deadline of February 28, 2022. On April 8, 2022, candidates were advised of the opportunity to indicate a preferred location for their examination via the SignUpGenius platform. On April 13, 2022, the appellant used SignUpGenius to select July 14, 2022, at 6:00 p.m. at Essex County College as her preferred testing time and location. On July 14, 2022, the appellant reported to the Essex County College testing site. However, because she was not on the list of candidates assigned to that location, she was not admitted to an examination room and was instead instructed to file the instant appeal. In support, the appellant submits copies of the Online Application System confirmation she received after filing her application and the April 13, 2022, SignUpGenius confirmation she received.

It is noted that the Center Supervisor keeps notes of incidents which occur at the testing center, and, in this case, he noted the appellant was not on the list of candidates assigned to the testing center and that she was not tested. The Center Supervisor also stated that the appellant submitted an appeal. He further indicated that the appellant showed him her SignUpGenius confirmation, and an email confirming the processing of her application and processing fee payment for the subject examination.

CONCLUSION

N.J.A.C. 4A:4-2.9(a) provides that make-up examinations for open competitive and general promotional testing, except for professional level engineering promotional examinations and public safety promotional examinations under (b) below, may be authorized for the following reasons:

1. Error by the Civil Service Commission or appointing authority;
2. Serious illness or disability of the candidate on the test date, provided the candidate submits a doctor's certificate specifying that the candidate was not able to take the test on that day for medical reasons;
3. Documented serious illness or death in the candidate's immediate family;
4. Natural disaster;
5. Prior vacation or travel plans outside of New Jersey or any contiguous state, which cannot be reasonably changed, as evidenced by a sworn statement and relevant documentation;
6. When required for certain persons returning from military service (*see N.J.A.C.* 4A:4-4.6A); and
7. Other valid reasons.

N.J.A.C. 4A:4-2.8(b) states that candidates will be notified in an appropriate manner of the time and place of the examination, and of any postponement or cancellation. *N.J.A.C.* 4A:4-2.8(c) provides, in pertinent part, that candidates shall be at the examination site at the designated time.

In the instant matter, the record establishes that on April 8, 2022, this agency sent an email to candidates which informed them of the opportunity to indicate their preferred examination time and location via SignUpGenius. This email also stated, in relevant part, that:

All candidates will be sent a paper scheduling notice by mail approximately two weeks prior to the test date. Please bring the paper scheduling notification you receive by mail with you to the test center. If you have any questions about the process, please call CSC's Information Center at (609) 292-4144.

As noted above, on April 13, 2022, the appellant used SignUpGenius to select July 14, 2022, at 6:00 p.m. at Essex County College as her preferred testing time and location and received a confirmation email. Subsequently, on May 19, 2022, a notice was sent to the appellant, advising her that the subject test was to be administered on July 14, 2022, at 6:00 p.m. and that she was assigned to the Bergen County College

testing site. However, the appellant, evidently relying upon the SignUpGenius confirmation email she received, reported to the Essex County College testing site on July 14, 2022, and was not admitted to the subject examination because she was not listed on the roster of candidates assigned to that site.

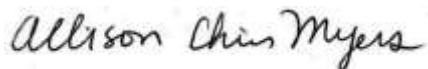
It is noted that in order to assist candidates, this agency's website provides directions to the various test centers located throughout the State, the Arrival Times/Late policy, as well as an information phone number that candidates can call for directions. In addition, the test notification that all candidates receive scheduling them for a particular examination clearly provides the name and address of the testing facility. Notwithstanding advisory information provided to prospective candidates, the ultimate responsibility for getting to a test room on time can only rest with each candidate. *See In the Matter of Ryan Lee* (CSC, decided January 18, 2017). Here, the April 8, 2022, email to candidates made clear that paper scheduling notices would be sent by mail approximately two weeks prior to the examination that these notices would be required to be brought to the testing site. Additionally, agency records indicate that the May 19, 2022, notice sent to the appellant advised her that she was assigned to the July 14, 2022, 6:00 p.m. administration of the subject examination at the Bergen County College testing site. Even assuming *arguendo* that the appellant did not receive the May 19, 2022, notice via mail, the April 8, 2022, email made clear that prior to the examination, she should have contacted the Information Center about the paper notice that she was required to bring to the testing center and which indicated her assignment to the Bergen County College testing site. Accordingly, a thorough review of the record indicates that the appellant has failed to meet his 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 15TH DAY OF MARCH, 2023



Allison Chris Myers
Acting Chairperson
Civil Service Commission

Inquiries
and
Correspondence

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

c: Kamelah Williams-Betancourt
Division of Administration
Division of Test Development, Analytics and Administration
Records Center