



STATE OF NEW JERSEY

In the Matter of Human Resource
Coordinator (M0542B), Newark School
District

**FINAL ADMINISTRATIVE ACTION
OF THE
CIVIL SERVICE COMMISSION**

CSC Docket No. 2025-1819

Administrative Appeal

ISSUED: September 24, 2025 (AMR)

In In the Matter of Human Resource Coordinator (M0542B), Newark School District (CSC, decided August 3, 2022), the Civil Service Commission (Commission) granted the request of Newark School District for an appointment waiver for the March 14, 2022 certification and ordered that no selection costs would be assessed at that time since the appointing authority indicated that it intended to make a future appointment when a position became available. However, it did not utilize the subject eligible list and the matter of the assessment of costs is now before the Commission.

Agency records reveal that one certification was issued from the subject eligible list on March 14, 2022. However, the certification was cancelled on August 5, 2022 and no appointments were made. Therefore, Newark School District was notified that since the eligible list was not utilized by its March 9, 2025 expiration date, the matter of the costs for the selection process in the amount of \$2,048 would be forwarded to the Commission for a determination. However, no response was received.

CONCLUSION

N.J.S.A. 11A:4-5 and *N.J.A.C.* 4A:10-2.2(a)2 state that if an appointing authority receives permission not to make an appointment, it can be ordered to reimburse the costs of the selection process. While administering examinations and

providing the names of eligible job candidates to the jurisdictions under the Civil Service system are two of the primary activities of this agency, these costly efforts are thwarted when appointing authorities fail to utilize the resulting eligible lists to make appointments and candidates have needlessly expended their time, effort and money to take these examinations in hopes of being considered for a permanent appointment. The amount of \$2,048 has been determined to be the cost of the selection process for open competitive examinations for local government positions.

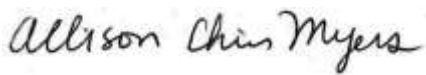
In the instant matter, although the appointing authority had shown a valid reason for not making an appointment from the subject eligible list, it has not provided a sufficient basis for not being charged for the costs of the selection process which produced the subject eligible list, nor is it challenging the costs in this matter. In this regard, the examination for the subject title was generated based on the appointing authority's appointment of a provisional employee. However, after a complete certification was issued, the appointing authority requested an appointment waiver, stating that the provisional had resigned in good standing effective April 14, 2022. It also indicated that it intended to make a future appointment when a position became available. However, agency records indicate that it failed to do so. Thus, based on the foregoing, it is appropriate that the appointing authority be assessed the costs of the selection process.

ORDER

Therefore, it is ordered that Newark School District be assessed the costs of the selection process in the amount of \$2,048 to be paid within 30 days of the issuance of this decision.

This is the final administrative determination in this matter. Any further

DECISION RENDERED BY THE
CIVIL SERVICE COMMISSION ON
THE 24TH DAY OF SEPTEMBER, 2025



Allison Chris Myers
Chairperson
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and
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