



STATE OF NEW JERSEY

In the Matter of Terejona Acosta,
Director of Neighborhood
Preservation Program (PM2419F),
Hamilton Township

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

CSC Docket No. 2025-414

Examination Appeal

ISSUED: February 25, 2026 (MC)

Terejona Acosta appeals the determination of the Division of Agency Services (Agency Services), which found that she did not meet the announced requirements for the promotional examination for Director of Neighborhood Preservation Program (PM2419F), Hamilton Township.

By way of background, the subject examination was announced with a closing date of May 21, 2024, and was open in relevant part to employees who possessed seven years of professional managerial, administrative, or supervisory experience which shall have involved the organization, direction, planning, and coordination of community development programs or projects. Applicants could substitute education with experience with 30 semester hour credits being equal to one year of relevant experience. Additionally, the examination announcement noted that “professional experience” refers to work that is creative, analytical, evaluative, and interpretive; requires a range and depth of specialized knowledge of the profession’s principles, concepts, theories, and practices; and is performed with the authority to act according to one’s own judgment and make accurate and informed decisions.

On her application, the appellant indicated that she possessed 30 semester hour credits. Therefore, pursuant to the substitution clause, the appellant needed to possess six years of the indicated experience. The appellant also indicated on her application that she served with Hamilton Township as a Director of Neighborhood Preservation Program from September 2023 to the examination closing date; as an Administrative Clerk of Engineering from December 2019 to September 2023; as a

Technical Assistant of Land Use from February 2015 to December 2019; as a Senior Permit Clerk Typist from December 2005 to February 2015; as a Permit Clerk Typist from July 2002 to December 2005; and as a Clerk from July 2001 to July of 2002. The appellant submitted her resume, indicating that as the Director of Neighborhood Preservation Program¹ she held public meetings, prepared public announcements, monitored preservation programs, assisted in community development, determined eligibility for funding, and prepared contracts and recordkeeping for the Hamilton Housing Authority. As an Administrative Clerk, the appellant indicated that she assisted township engineers to establish new office procedures, assisted with recordkeeping and records management, and scheduled meetings. As a Technical Assistant, the appellant listed that she assisted with anyone seeking information on zoning projects for both commercial and residential development; maintained all records including scheduling public hearings, zoning and board meetings; and also did billing.

Upon review of the appellant's application, Agency Services credited the appellant with one year and nine months of applicable experience for her 30 semester hour credits and her provisional experience in the subject title. However, it found that none of the other listed positions had as their primary focus the organization, direction, planning, and coordination of community development programs or projects. Accordingly, Agency Services found that she lacked five years and three months of the required experience. It is noted that the examination was cancelled as there were no eligible candidates.

On appeal, the appellant argues that she has 20 years of supervisory experience and submits a revised resume outlining the additional supervisory experience. She asserts that she is equipped with the skills necessary for the position as the Director of Neighborhood Preservation Program. Therefore, she maintains that she should be admitted to the examination.

CONCLUSION

N.J.A.C. 4A:4-2.6(a) requires applicants to possess all the requirements specified in an announcement for a promotional examination by the closing date. *N.J.A.C.* 4A:4-6.3(b) provides that the appellant has the burden of proof in examination appeals.

Upon review of the record, Agency Services correctly determined that the appellant did not meet the announced requirements. The appellant's experience in her listed positions was primarily focused on administrative support. Moreover, in

¹ Agency records indicate that the appellant received a provisional appointment, pending promotional procedures, to the title of Director of Neighborhood Preservation Program, effective March 6, 2024, and was returned to her permanent title of Administrative Clerk, effective December 3, 2024.

her updated resume, the appellant indicated that she was responsible for gathering information for applications, expenditures, and determining an applicant's needs; scheduling meetings; and timekeeping. Therefore, despite the appellant submitting an updated resume, the appellant still does not indicate she possesses professional managerial, administrative, or supervisory experience which shall have involved the organization, direction, planning, and coordination of community development programs or projects as the primary focus of any of the positions. It is emphasized that in order for experience to be considered applicable, it must have as its primary focus full-time responsibilities in the areas required in the announcement. *See In the Matter of Bashkim Vlashi* (MSB, decided June 9, 2004).

Accordingly, there is no basis to disturb the determination of Agency Services and the appellant has not met her 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 25TH DAY OF FEBRUARY, 2026



Allison Chris Myers
Chairperson
Civil Service Commission

Inquiries
and
Correspondence

Dulce A. Sulit-Villamor
Director
Division of Appeals
and Regulatory Affairs
Civil Service Commission
Written Record Appeals Unit
P.O. Box 312
Trenton, New Jersey 08625-0312

c: Teregjona Acosta
Jeffrey S. Martin
Division of Agency Services
Records Center