



STATE OF NEW JERSEY

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

In the Matter of M.M., Program
Specialist 4 (PS0327K), Department
of Children and Families

Late Application

CSC Docket No. 2025-2290

ISSUED: July 22, 2026 (MC)

M.M. requests permission to submit a late application for the promotional examination for Program Specialist 4 (PS0327K), Department of Children and Families.

By way of background, the subject examination was open, in relevant part, to employees in the competitive division who were currently serving in the title of Program Specialist 3 (HSS3) and had an aggregate of one year of continuous permanent service in that title; or to employees in the competitive division who had an aggregate of one year of permanent service as of the closing date in *any* competitive title and who possessed eight years of experience in planning, monitoring coordinating, implementing, modifying and/or evaluating agency programs and services, one year of which shall have been in a supervisory capacity over professional or technical staff.¹ The announcement indicated that online applications were to be submitted by 4 p.m. of the April 21, 2025 closing date. Seven eligibles were admitted to the subject examination. The resulting eligible list of six names, promulgated on May 7, 2026 and expires on May 6, 2028.

On appeal the appellant argues that she was never made personally told of the examination² and that she had been “out for two weeks under [her] doctor’s

¹ The announcement also allowed for the substitution of semester hour credits, a Bachelor’s degree or a Master’s degree for some of required general experience.

² The appointing authority provided an April 4, 2025 email to the appellant and the “FCP” team, entitled “April Promotional Announcements,” which included the subject examination. The email

supervision and hospitalization.” The appellant later explains that she was hospitalized on April 4 and 5, 2025, but remained out of work through April 10, 2025.

The appellant maintains that she only saw the examination on April 21, 2025, when she was “randomly browsing the promotional announcement page.” She asserts that that she attempted “several times to apply,” but she received the message: “Failed to change the applicant ID! Failed to change the SSN! The new SSN already exists. In support, she submits a printout of the error message above the question “Are you a current or former NJ state or local government employee,” with the “No” circle filled in. The page also indicated that she had “submitted applications for 2 exam(s),” and lists two symbols she submitted applications for in 2024. The appellant asserts that even though the page listed the prior examinations she had completed, the error “message prevented her from proceeding to the actual application.” The appellant maintains that she finally saw a “contact us” button on the page, but when she “went back to retrieve the promotional symbol . . . [she] learned the announcement closed at 4 p.m.” and she was therefore unable to complete an application.

Additionally, the appellant notes that following her return to work she submitted a request for an Americans with Disabilities Act (ADA) accommodation, due to ongoing effects of her medical condition. She maintains that the approval of this request, “confirms the legitimacy and continuity of [her] medical issues and the impact they had on [her] capacity to manage tasks such as promotional filings.” In support, she submits a copy of an approval to work from home due to ADA, from May 28, 2025, to June 2, 2025.

Agency records indicate that the appellant sent an email to OAS.Support@csc.nj.gov at 4:12 p.m., on April 21, 2025, in which she stated that she was unable to upload her social security number to apply for the subject examination “that closed today.” Agency records further indicate that the appellant, a County Services Specialist, received a regular appointment to that, effective June 1, 2017.

CONCLUSION

N.J.A.C. 4A:4-2.1(e) provides, in pertinent part, that applications for promotional examinations shall be filed no later than the announced filing deadline. *N.J.A.C.* 4A:4-6.3(b) provides that the appellant has the burden of proof in examination appeals.

In the instant matter, although the appellant claims that she was not notified of the subject examination, agency records reveal that the appointing authority did

included a link to the Civil Service Commission’s promotional examination announcement page on its website.

notify the appellant of subject examination by email on April 4, 2025. Moreover, even taking into consideration that she was out of work from April 4 through April 10, 2025, that still left her 11 days to apply for the subject examination. Furthermore, although the appellant did contact OAS support, she did not do so until after the 4 p.m. deadline on the closing date. 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 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 22ND DAY OF JULY, 2026



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