



STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION
OF THE
CIVIL SERVICE COMMISSION

In the Matter of Maryanne Santora,
Secretarial Assistant (C0010U),
Ocean County

Examination Appeal

CSC Docket No. 2016-4189

ISSUED: **DEC 13 2016** (ABR)

Maryanne Santora appeals the determination of the Division of Agency Services (Agency Services), which found that she did not meet the experience requirement for the open competitive examination for Secretarial Assistant (C0010U), Ocean County.

The subject examination was announced with a closing date of January 8, 2016, and was open to applicants with four years of experience in clerical work. Applicants who did not possess the required experience could substitute completion of a two-year college level course in secretarial science for two years of experience in clerical work. The subject eligible list, which contains 37 names, promulgated on August 25, 2016 and expires on August 24, 2019.

On her application, the appellant indicated that she served as a Clerk 2 with the Ocean County Board of Social Services from June 2012 to the closing date.¹ The appellant's application did not list any other job experience and did not state that she completed any secretarial science coursework. Agency Services credited the appellant with three years and eight months of applicable experience, but determined that she was ineligible for the subject examination because she lacked an additional four months of applicable experience.

¹ The appellant's County and Municipal Personnel System record indicates that she served as a Clerk 1 from June 2012 to October 2013 and as a Clerk 2 from October 2013 to the closing date for the subject examination.

On appeal to the Civil Service Commission (Commission), the appellant argues that she possesses sufficient experience for the subject examination and requests the opportunity to sit for a make-up examination. The appellant stresses that, as of June 2016, she possessed four years of service in the Clerk 1 and Clerk 2 titles. She also states that she worked as a part-time Office Assistant for Eastern Contracting from 2003 to 2012, with job responsibilities that included answering phone calls, sorting mail, drafting correspondence to clients, and preparing proposals and invoices.

CONCLUSION

N.J.A.C. 4A:4-2.3(b)(2) provides that applicants must meet all requirements specified in an open competitive examination announcement by the closing date. *N.J.A.C. 4A:4-2.1(f)* provides that an application may only be amended prior to the announced closing date. That is, any documentation indicating work in any setting that was not previously listed on an application or resume cannot be considered after the closing date. See *In the Matter of Joann Burch, et al.* (MSB, decided August 21, 2003) and *In the Matter of Rolanda Alphonso, et al.* (MSB, decided January 26, 2005).

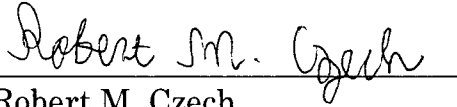
In the instant matter, Agency Services correctly determined that the appellant was ineligible for the subject examination because the three years and eight months of experience she listed in her application was less than the four years of applicable experience required for applicants as of the January 8, 2016, closing date. As noted above, *N.J.A.C. 4A:4-2.3(b)(2)* provides that applicants must meet all requirements as of the closing date. As such, the appellant's completion of additional experience as a Clerk 2 after the closing date does not offer a sufficient basis to overturn Agency Services' determination. Moreover, while the appellant indicates on appeal that she possessed additional experience as a part-time Office Assistant for Eastern Contracting, such additional information is considered an amendment to her application for the subject examination, which, pursuant to *N.J.A.C. 4A:4-2.1(f)*, cannot be considered after the closing date. Accordingly, Ms. Santora has not met her burden of proof and there is no basis to disturb the decision of Agency Services.

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 7TH DAY OF DECEMBER, 2016



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