



STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION OF THE CIVIL SERVICE COMMISSION

In the Matter of Charles White, Housekeeping Supervisor 3 (PS2295J), Rowan University

Examination Appeal

CSC Docket No. 2017-144

ISSUED: DEC 14 2016 (SLK)

Charles White appeals the determination of the Division of Agency Services (Agency Services) that he did not meet the experience requirements for the promotional examination for Housekeeping Supervisor 3 (PS2295J), Rowan University.

The examination at issue was announced with specific requirements that had to be met as of the March 21, 2016 closing date. A total of five employees applied for the subject examination and two were deemed eligible. The list expires on June 29, 2019.

On his application, Mr. White did not indicate any experience. Personnel records indicate that he was provisionally serving in the subject title from December 2014 to the March 21, 2016 closing date, and as a Crew Supervisor Building Maintenance Workers from February 2012 to December 2014, and Senior Building Maintenance Worker from November 2005 to February 2012. Agency Services rejected his application as incomplete.

On appeal, Mr. White presents that he was provisionally appointed to the subject title in December 2014. He submits an application for a qualifying examination where he indicates that he supervised 18 professional staff and 6 support staff while serving provisionally and outlines how he performed the required duties.

CONCLUSION

N.J.A.C. 4A:4-2.1(f) provides that an applicant may amend a previously submitted application only prior to the announced closing date. *N.J.A.C.* 4A:1-1.2(c) provides that a rule may be relaxed for good cause in a particular circumstance in order to effectuate the purposes of Title 11A, New Jersey Statutes.

Initially, Agency Services correctly determined that the appellant was not eligible for the subject examination as Mr. White did not list any experience on his application. On appeal, he presents that he supervised staff while serving provisionally in the subject title and outlines how he performed the required duties. Additionally, his personnel record confirms that he was a Crew Supervisor Building Maintenance Workers for nearly three years. The importance of submitting a properly completed application that includes all of the necessary information cannot be overstated, since a complete application provides the only reliable barometer by which Agency Services can make the initial determination whether to admit or reject an applicant. Agency Services has no other tool to rely on in order to make this important initial assessment in an expeditious, fair and efficient manner.

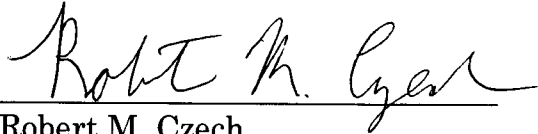
Although *N.J.A.C.* 4A:4-2.1(f) proscribes the amendment of an application after the closing date, the Commission notes several circumstances present that provide good cause to permit the appellant to amend his application in this particular matter. In particular, there are only two names on the eligible list. As such, the list is incomplete. Additionally, the appellant continues to serve provisionally in the subject title. The Commission notes that the dual purpose of the Civil Service system is to ensure efficient public service for State and local governments and to provide appointment and advancement opportunities to Civil Service employees based on their merit and abilities. These interests are best served when more, rather than fewer, individuals are presented with employment opportunities. See *Communications Workers of America v. New Jersey Department of Personnel*, 154 N.J. 121 (1998). In this regard, the Commission is satisfied that the totality of Mr. White's experience performing the required duties while serving provisionally in the subject title, including after the closing date, and his experience as a Crew Supervisor Building Maintenance Workers, warrants his admission to the subject examination. Accordingly, good cause is established to relax the provisions of *N.J.A.C.* 4A:4-2.1(f) and admit the appellant to the subject examination. Finally, the appellant is cautioned to fully and completely fill out future applications. Failure to do so may result in his rejection from future examinations. This determination is limited to the instant matter and does not provide precedent in any other matter.

ORDER

Therefore, it is ordered that the appeal be granted, and Mr. White's application be processed for prospective employment opportunities only.

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



Robert M. Czech
Chairperson
Civil Service Commission

Inquiries
and
Correspondence

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

Attachment

c: Charles White
Eileen Scott
Kelly Glenn
Records Center

NEW JERSEY CIVIL SERVICE COMMISSION-STATE SERVICE
PROMOTIONAL ANNOUNCEMENT



[Click here to file Online](#) Print

\$25.00 PROCESSING FEE REQUIRED

Make Check/Money Order Payable to NJCSC

SYMBOL: PS2295J	WEIGHT CODE: *
TITLE: HOUSEKEEPING SUPERVISOR 3	SALARY: \$43,094.00 - \$60,726.00
ISSUE DATE: March 01, 2016	CLOSING DATE: March 21, 2016
TITLE CODE: 44254/CFRXR1	CLASS CODE: 16
DEPARTMENT: HIUG/STATE COLLEGES & UNIVERSITIES	
UNIT SCOPE: J250 Rowan University	

Visit www.state.nj.us/csc
And select "Job Announcements"
to view this announcement and to file an application

Open to employees in the non-competitive division who are currently serving in a title to which the announcement is open and have an aggregate of one year of continuous permanent service as of the closing date in the following title(s), and meet the requirements listed below:

Crew Supervisor Building Maintenance Workers

Or to employees in the competitive division who have an aggregate of one year of continuous permanent service as of the closing date in any competitive title and who meet the requirements listed:

Experience: Two (2) years of general housekeeping experience, one (1) year of which shall have included varied supervisory experience in work connected with housekeeping, sanitation, and maintenance services.

License: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle rather than employee mobility, is necessary to perform the essential duties of the position. The responsibility for ensuring that employees possess the required motor vehicle license, commensurate with the class and type of vehicles they operate, rests with the Appointing Authority.

IMPORTANT INFORMATION

1. NJAC 4A:4-2.6 states that all requirements listed, including assignment to the department and unit scope, must be met as of the closing date.
2. ONLY ON-LINE APPLICATIONS WILL BE ACCEPTED. YOU MUST COMPLETE YOUR APPLICATION IN DETAIL. Your score may be based on a comparison of your credentials with the job requirements. Failure to complete your application properly may lower your score or cause you to fail.
3. This examination is open to full- and part-time permanent employees. If an employment list results from this announcement, it may be certified to fill full-time and part-time positions. If 35- and 40-hour positions are used within the unit scope, the resulting list may be used to fill either work week position.
4. NJAC 4A:4-1.5 states that any employee who is serving on a provisional basis and who fails to file for and take an examination which has been announced for his/her title SHALL BE SEPARATED FROM THE PROVISIONAL TITLE.
5. In accordance with Public Law 2010 c.26, Veterans pay a reduced application fee of \$15.00 if they have previously established Veterans Preference with the DMAVA (as defined by N.J.S.A. 11A:5-1 et seq.), or your claim is approved by DMAVA at least 8 days prior to the issuance of this eligibility list. PLEASE NOTE THIS REDUCED FEE DOES NOT APPLY TO PUBLIC SAFETY TITLES.
6. SPECIAL NOTE TO ALL APPLICANTS Please make sure you are assigned to the unit scope indicated above. If you do not know your unit scope assignment, please contact your Human Resource Office. If you file an application for this announcement and you are not assigned to the unit scope indicated above, YOU WILL BE FOUND INELIGIBLE FOR THIS EXAM AND YOUR APPLICATION FEE WILL NOT BE REFUNDED.
7. If you are having difficulty submitting your application online, technical support and customer care are available during regular business hours, 8:00 a.m. to 4:00 p.m. EST, Monday - Friday, excluding holidays and emergency closings. Please Email: OAS.support@csc.state.nj.us or call (609) 292-4144. Please note that application support requests received outside regular business hours on the closing date will not change the application filing deadline so PLEASE FILE EARLY.

DPF-256A * Revised 03/09