

preparation and processing with the Essex Fells Country Club from March 2006 to the November 5, 2015 closing date, with Red Lobster from September 2004 to January 2005, and Applebee's from July 2002 to January 2003.

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. The appellant did not indicate any experience on his original application. On appeal, the appellant indicates that he has been performing the required duties by working in several commercial kitchens starting in July 2002. 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 set in the announcement, the Civil Service Commission (Commission) notes several circumstances present that provide good cause to permit the appellant to amend his application in this particular matter. In this regard, the Commission is satisfied that the totality of his food preparation and processing experience since as far back as July 2002 warrants his admission to the subject examination. Additionally, the appellant is serving provisionally in the subject title in Hunterdon County and only two of the eligibles who indicated interest in Hunterdon County remain on the list. As such, the list of interested eligibles for positions in Hunterdon County is incomplete. 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.

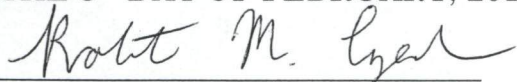
The Commission cautions the appellant that, in the future, he should ensure that any applications are fully and completely filled out as his failure to do so will be cause for rejection from the selection process. Finally, this determination is limited to the instant matter and does not provide precedent in any other matter.

ORDER

Therefore, it is ordered that this appeal be granted and Dashawn Hall should be scheduled for a make-up examination as soon as possible. If the appellant achieves a passing score, his name should be added to the eligible list 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 8th DAY OF FEBRUARY, 2017



Robert M. Czech
Chairperson
Civil Service Commission

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and
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P.O. Box 312
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c: Dashawn Hall
Colleen Velekei
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Kelly Glenn
Records Center



Job Announcements

Symbol: S0816T Title: **INSTITUTIONAL TRADE INSTRUCTOR 1 COOKING**

Issue Date: 10/15/2015

Closing 11/05/2015

Date:

Jurisdiction: STATE

Salary: \$42,620.67 - \$60,055.56 Per Year

Num. of Positions: 9

Workweek: 40 Hours per week

Application Fee: \$25.00

OPEN TO RESIDENTS OF:

New Jersey

REQUIREMENTS:

EXPERIENCE: Two (2) years of experience in the areas of food preparation and processing including but not limited to cooking, baking, meat cutting, pot washing, dishwashing, and the serving of food in a commercial or institution kitchen.

LICENSE: Appointee 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.

Customer Care and Technical Support: If you are having difficulty submitting your application online, customer care and technical support 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.nj.gov 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.

IMPORTANT INFORMATION:

1. NJAC 4A:4-2.3(b) states that all requirements must be met as of the closing date.
2. Online applications must be completed and submitted by the closing date listed above.
3. **You must complete your application in detail.** Your score may be based on a comparison of your background with the job requirements. **Failure to complete your application properly may lower your score or cause you to fail.**
4. If an employment list results from this announcement, it may be certified to fill full-time and part-time positions.
5. Effective September 1, 2011, the New Jersey First residency law was enacted. Please click here for additional information.
6. In accordance with Public Law 2010 c. 26, Veterans pay a reduced application fee of \$15.00 if they have previously established Veteran's Preference with the DMAVA (as defined by NJSA 11A:5-1 et seq). Those claiming Veteran's Preference but have not yet received approval from DMAVA must pay the full application fee and may request a refund if the claim is approved at least 8 days prior to the issuance of the eligibility list. Please note this reduced fee does not apply to Public Safety titles.
7. Application fees submitted via personal check or money order must be postmarked within **five (5) business** days of submitting your application. If your fee is postmarked after five (5) business days, or is returned as invalid, you will be declared ineligible and denied admittance to the examination process.

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