



STATE OF NEW JERSEY

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

In the Matter of Karen Muzzarelli,
Management Assistant (S0016B),
Statewide

Examination Appeal

CSC Docket No. 2020-1957

ISSUED: APRIL 17, 2020 (SLK)

Karen Muzzarelli requests to file a late application for the open competitive examination for Management Assistant (S0016B), Statewide.

The S0016B examination at issue was announced with requirements that had to be met as of the January 6, 2020 closing date. There were 79 applicants and the examination has not yet been scheduled. The appellant is employed by the appointing authority serving provisionally in the subject title.

On appeal, the appellant states that the subject examination announcement was issued on December 15, 2019 and the closing date was on January 6, 2020. She explains she was on vacation from December 7, 2019 to January 2, 2020, although she did come in the office on December 17, 2019 to help her manager with a project. The appellant presents that while she was on vacation as well as the days that she was in the office during the time the subject examination was announced, she was busy either on personal matters or catching up in the office. Therefore, she did not think to check this agency's website for an examination announcement.

CONCLUSION

N.J.A.C. 4A:4-2.1(e) provides that applications must be filed no later than the announced filing deadline. *N.J.A.C.* 4A:1-1.2(c) states that the Civil Service Commission (Commission) may relax a rule for good cause in order to effectuate the purposes of Title 11A, New Jersey Statutes.

In this matter, the appellant explains that she was on vacation for most of the time that the subject examination was announced. Further, during the few days that she was in office, she was busy catching up on work. Therefore, she did not think to check this agency's website for the subject examination announcement. 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). Under these circumstances, finds that there is good cause to relax N.J.A.C. 4A:4-2.1(e) and allow the appellant to file a late application for the subject examination.

This determination is limited to the instant matter and does not provide precedent in any other matter.

ORDER

It is ordered that this request be granted, and Karen Muzzarelli be permitted to submit a late application for Management Assistant (S0016B), Statewide. It is further ordered that Muzzarelli submit the attached open competitive examination application and the \$25.00 application processing fee to the Division of Agency Services. The application and processing fee must be postmarked no later than 15 days from the issuance date of this decision. Upon receipt of the application and processing fee, it is ordered that his application be processed. Finally, if Muzzarelli's application and the required payment are not postmarked on or before the 15th day after the issuance date of this decision, she will not be entitled to have an application for the subject examination processed.

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 15TH DAY OF APRIL, 2020



Deirdré L. Webster Cobb
Chairperson
Civil Service Commission

Inquiries
and
Correspondence

Christopher S. Myers
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: Karen Muzzarelli
Willie D.Kelly
Kelly Glenn
Records Center