



**STATE OF NEW JERSEY**

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

In the Matter of Tina Toal-Wolford,  
Senior Unemployment Insurance  
Clerk (PS0383N), Department of  
Labor and Workforce Development

Examination Appeal

CSC Docket No. 2020-1209

**ISSUED: DECEMBER 22, 2020 (RE)**

Tina Toal-Wolford requests to file a late application for the promotional examination for Senior Unemployment Insurance Clerk (PS0383N), Department of Labor and Workforce Development.

The PS0383N examination at issue was announced with requirements that had to be met as of the August 21, 2019 closing date and was open to the unit scope N861 (UI Operations). There are 69 admitted applicants for the subject examination and the examination has not yet been held. The appellant filed an application for Senior Unemployment Insurance Clerk (PS0385N), Department of Labor and Workforce Development, an examination for the unit scope N864 (Benefit Payment Control), and was found to be eligible as she was employed in unit scope N861.

On appeal, the appellant states that she should be eligible as she had been employed in Unit scope N861 since 2006.

**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, it appears that the appellant mistakenly filed for the wrong examination, as her argument on appeal is her placement in unit scope N861. The record indicates that the examination has not yet been held. 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, the Commission 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. However, the Commission advises the appellant to ensure that she timely files for any future examination announcements.

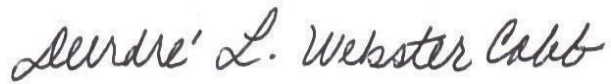
This determination is limited to the instant matter and does not provide precedent in any other matter.

### **ORDER**

It is ordered that this request be granted, and Tina Toal-Wolford be permitted to submit a late application for Senior Unemployment Insurance Clerk (PS0383N), Department of Labor and Workforce Development. It is further ordered that Toal-Wolford submit the attached promotional 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 her application be processed. Finally, if Toal-Wolford'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 16<sup>TH</sup> DAY OF DECEMBER 2020



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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: Tina Toal-Wolford  
Tennille Mccoy  
Division of Agency Services  
Records Center

# APPLICATION FOR PROMOTIONAL EXAMINATION

## NEW JERSEY CIVIL SERVICE COMMISSION — STATE SERVICE

**INSTRUCTIONS:** Please print or type. Answer all pertinent questions and ensure that all information is accurate and complete. Sign your name in Block 12. **NOTE:** No additional information may be accepted after the last date for filing applications has passed. **If you change your address, you must notify the Civil Service Commission immediately in writing.**  
**Return your completed application to your Personnel Office no later than the last date for filing listed on the announcement.**

|                                                                                         |
|-----------------------------------------------------------------------------------------|
| <p><b>\$ 25.00 FEE REQUIRED</b><br/> <b>Make Check/Money Order Payable to NJCSC</b></p> |
| <p><b>FOR COMMISSION USE ONLY</b></p>                                                   |

| FOR COMMISSION USE ONLY                                                                  |                                                                                        |                                 |
|------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|---------------------------------|
| <b>STATUS:</b><br><div> <div></div> <div></div> </div>                                   | <b>PAR:</b><br><div> <div></div> </div>                                                |                                 |
| <b>SEN:</b><br><div> <div>0</div> <div></div> <div></div> <div></div> <div></div> </div> | <b>UE:</b><br><div> <div></div> <div></div> <div></div> <div></div> <div></div> </div> | <b>REV</b><br><br><b>NO REV</b> |

1. Title of Promotion:

Note: Applications must be postmarked by

2. Social Security Number:

\* (see block 11 for additional information)

3. Symbol :

4. Name & Address:

Last:
First:
M.I.

Street:

City:
State:
Zip Code:

E-mail address:
Daytime

County:
Telephone:

(Area Code) - Number

### 5. BACKGROUND DATA

5a. Education (Indicate the highest level Diploma or Degree you have earned):

☐ High School Diploma or GED
☐ (A) Associate's Degree
☐ (M) Master's Degree
☐ (S) Some College but No Degree
☐ (B) Bachelor's Degree
☐ (D) Doctorate

5b. Completion of this part is *VOLUNTARY* and is to be used only for complying with EEOC Guidelines and the New Jersey State Affirmative Action Program.

Gender:
☐ (1) Male
☐ (2) Female

Check the group you are a member of:
☐ (1) Black
☐ (2) White
☐ (3) Hispanic
☐ (4) Asian
☐ (5) American Indian or Alaskan Native

6. Check the county in which you prefer to take the examination. (Check one box only)

☐ (1) Camden
☐ (2) Mercer
☐ (3) Essex
☐ (4) Monmouth
☐ (6) Atlantic
☐ (7) Bergen

8. ADA Assistance: Check the box if you would like to

☐ be contacted regarding auxiliary aid or reasonable accommodation in taking this examination in accordance with the Americans with Disabilities Act.

9. Check the county(s) in which you will accept employment. Please note: Not all promotional lists can be used in all geographic locations. If you have any questions regarding this, contact your Personnel Office.

☐ (A) Atlantic
☐ (C) Burlington
☐ (B) Bergen
☐ (D) Camden
☐ (E) Cape May
☐ (F) Cumberland
☐ (G) Essex
☐ (H) Gloucester
☐ (J) Hudson
☐ (K) Hunterdon
☐ (M) Middlesex
☐ (N) Monmouth
☐ (L) Mercer
☐ (P) Morris
☐ (Q) Ocean
☐ (R) Passaic
☐ (S) Salem
☐ (T) Somerset
☐ (U) Sussex
☐ (V) Union
☐ (W) Warren

ALL

10. Present Permanent Title & Appointment Date:

Name & Title of Immediate Supervisor:

Telephone Number & Email Address of Immediate Supervisor:

\* 11. Your Social Security number will be kept confidential and used as your applicant I.D. number to identify and track all of your records and transactions associated with the application and testing process. Collecting this data is permissible under NJSA 11A:4-1, but its submission is voluntary. If you do not provide the number, a unique number will be assigned to you. However, once assigned, you will be responsible for remembering it for any inquiries you may have concerning your application or testing process.

12. Signature: I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I understand that if my application is incomplete, it may be rejected. (WARNING: The Civil Service Commission may refuse to examine, or certify after examination, any applicant who makes a false statement of any material fact per NJAC 4A:4-6.2)

NOTE: Your application may be released to the Appointing Authority for the purpose of verifying information with regard to your qualifications.

Signature..... Date.....

FORCSC ONLY

