



STATE OF NEW JERSEY

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

In the Matter of Giancarlo Tello,
Administrative Assistant 3
(M0602B), Newark School District

Examination Appeal

CSC Docket No. 2021-458

ISSUED NOVEMBER 27, 2020 (SLK)

Giancarlo Tello requests to file a late application for the open competitive examination for Administrative Assistant 3 (M0602B), Newark School District.

The examination at issue was announced with requirements that had to be met as of the September 21, 2020 closing date. Agency records indicate that 173 candidates applied for the subject examination. The list has not yet promulgated.

On appeal, the petitioner states that on July 1, 2020, he was provisionally appointed in the subject title¹ after previously working for the appointing authority in the non-Civil Service title of Senior Coordinator. The petitioner indicates that his union informed him that an announcement for his provisional title had been posted on the appointing authority's website with an August 21, 2020 closing date. He submits that notice from the union. Thereafter, the appointing authority's human resources department informed him on September 21, 2020, that he had applied for the wrong examination, namely, Administrative Assistant 3 (PM2667B), Newark School District (PM2667B), a promotional examination, instead of the subject open competitive examination. It confirmed that the petitioner was not the only one to have done this as the union had also incorrectly advised others to apply for the promotional examination when they should have applied for the subject examination.

¹ The County and Municipal Personnel System (CAMPS) does not indicate that the petitioner is employed by the appointing authority.

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 petitioner asserts that he mistakenly applied for the Administrative Assistant 3 (PM2667B), Newark School District examination when he meant to apply for the subject examination as his union advised him to apply to the wrong examination. 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). Further, there are 173 applicants and the announcement indicates that there are two vacancies, so the candidate pool will not be significantly impacted by allowing another candidate to file. Under these circumstances, the Commission finds that, for equitable reasons, the petitioner should be allowed to apply for the subject examination. Therefore, the Commission finds that there is good cause to relax *N.J.A.C.* 4A:4-2.1(e) and to allow the petitioner to submit his application and application fee after the closing deadline for prospective employment opportunities only.

One other matter needs to be addressed. The petitioner indicates that he is an employee of the appointing authority; however, there is no record in CAMPS indicating that he is. Assuming that the petitioner is an employee of the appointing authority, it is directed to update his personnel record in CAMPS.

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

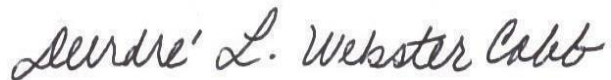
ORDER

Therefore, it is ordered that this petition be granted, and Giancarlo Tello be permitted to submit an application for the Administrative Assistant 3 (M0602B), Newark School District, examination. It is further ordered that Mr. Tello submit an open competitive 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 Mr. Tello's application and the required payment are not postmarked on or before the 15th

day after the issuance date of this decision, he 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 24TH DAY OF NOVEMBER 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

c: Giancarlo Tello (with blank application enclosure)
Nafisah Hunter
Division of Agency Services
Records Center

Staple Payment Here

APPLICATION FOR PROMOTIONAL EXAMINATION

NEW JERSEY CIVIL SERVICE COMMISSION — STATE SERVICE

\$ 25.00 FEE REQUIRED
Make Check/Money Order Payable to NJCSC
FOR COMMISSION USE ONLY

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.

*Susan Mann, NJCSC, P.O. Box 321
 Trenton, New Jersey 08645-0321*

FOR COMMISSION USE ONLY		
STATUS: [] []	PAR: []	
SEN: 0 [] [] [] [] []	UE: [] [] [] [] [] []	REV NO REV

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: _____ MI: _____

Street: _____

City: _____ State: _____ Zip Code: _____

E-mail address: _____

County: _____ Daytime: _____ 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

7. Are you claiming veterans preference? ☐ YES ☐ NO
 Check YES if you are claiming veterans preference for this examination. If you have established veterans preference since April 1, 1980, no further action is needed. Otherwise, complete a veterans preference claim form and include the required documents. Claim forms are available on our web site at www.state.nj.us/csc and at our office at 44 S. Clinton Avenue, Trenton, NJ. Completed forms should be mailed to the Department of Military and Veterans' Affairs (DMAVA). For more information visit their web site at www.state.nj.us/military or contact them at 1-888-865-8387. Note: 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.

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
ALL ☐ (Q) Ocean ☐ (R) Passaic ☐ (S) Salem ☐ (T) Somerset ☐ (U) Sussex ☐ (V) Union ☐ (W) Warren

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 N.J.A.C. 4A:4-6.2)

FOR CSC ONLY

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

Signature _____ Date _____

Title of Promotion:		Symbol:		SS#:	
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13. Educational Section - College And Graduate School - List any colleges, universities, and graduate schools you have attended. If it is required in the job announcement, be sure to attach a copy of your transcript or a list of courses, course descriptions, and credits completed. Foreign degrees/transcripts must be evaluated by a recognized evaluation service.

What is the name and location of the college(s) you attended?	What yrs. did you attend?	What was your major course of study?	What type of degree did you earn?	Did you graduate?	If NO, when will you graduate?	Number of credits earned
	From _____ To _____			<input type="checkbox"/> Y <input type="checkbox"/> N	_____/_____ Month / Year	
	From _____ To _____			<input type="checkbox"/> Y <input type="checkbox"/> N	_____/_____ Month / Year	

14. Other Schools or Training Courses - Include business, vocational, technical, or military schools you have attended, as well as any training courses that are related to the title for which you are applying. If it is not a full-time curriculum, be specific as to the number of hours attended.

What is the name & location of school/facility where course(s)/training was held?	What classes did you take?	What were the dates you attended?	How many hours per week did you attend?	Did you complete the program?
		Month/Yr. TO Month/Yr.		<input type="checkbox"/> Y <input type="checkbox"/> N
		Month/Yr. TO Month/Yr.		<input type="checkbox"/> Y <input type="checkbox"/> N

15. Use this space to describe any internships, licenses, certifications or registrations that you possess which are related to the position for which you are applying.

<p>A. What type of license(s), certification(s), and/or registration(s) do you hold?</p> <p>In which state(s) do you hold the license(s), certification(s), and/or registration(s)? _____</p> <p>B. What was the original issue date of the license(s), certification(s), and/or registration(s)?</p> <p>What is the date of your current license(s), certification(s), and/or registration(s)? _____</p>	<p>C. What type of internship(s) have you completed?</p> <p>Where was the internship(s) completed? _____</p> <p>What were the dates of the internship(s)? _____</p> <p>How many hours per week did you take part in the internship? _____</p> <p>Was it part of a college curriculum? <input type="checkbox"/> Y <input type="checkbox"/> N</p> <p>D. Certified Public Manager's Program</p> <p>Level 1 - 3 Completed ► _____ Month/Year</p> <p>Level 4 - 6 Completed ► _____ Month/Year</p>
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16. Employment Record - If you do not properly complete your application you may be declared ineligible or you may not receive proper credit for scoring purposes. If you held different positions with the same employer, list each position separately. Make sure you give full dates of employment (month/year), indicate whether the job was full or part time, and the number of hours worked per week. Since your application may be your only "test paper," be sure it is complete and accurate. Failure to complete your application properly may cause you to be declared ineligible, lower your score, or possibly cause you to fail. If more space is needed, attach separate sheets.

<p>A What is the name and address of your current employer?</p> <p>What dates have you been employed in this position? From _____ To _____ Month/Year Month/Year</p>	<p>What is your title in this position?</p> <p>Is this position: <input type="checkbox"/> FULL TIME? <input type="checkbox"/> PART TIME? (Average No. hrs. per wk.) _____</p> <p>How many staff members do you supervise? Professional Staff _____ Support Staff _____</p>	<p>List the major duties you perform in this position in order of importance.</p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div>
<p>B What was the name and address of your previous employer?</p> <p>What dates were you employed in this position? From _____ To _____ Month/Year Month/Year</p>	<p>What was your title in this position?</p> <p>Was this position: <input type="checkbox"/> FULL TIME? <input type="checkbox"/> PART TIME? (Average No. hrs. per wk.) _____</p> <p>How many staff members did you supervise? Professional Staff _____ Support Staff _____</p>	<p>List the major duties you perform in this position in order of importance.</p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div>
<p>C What was the name and address of your previous employer?</p> <p>What dates were you employed in this position? From _____ To _____ Month/Year Month/Year</p>	<p>What was your title in this position?</p> <p>Was this position: <input type="checkbox"/> FULL TIME? <input type="checkbox"/> PART TIME? (Average No. hrs. per wk.) _____</p> <p>How many staff members did you supervise? Professional Staff _____ Support Staff _____</p>	<p>List the major duties you perform in this position in order of importance.</p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div>