

B-29



STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION
OF THE
CIVIL SERVICE COMMISSION

In the Matter of Angela Andersen,
Clerk 2 (PM0322S), Long Beach
Township

Examination Appeal

CSC Docket No. 2015-255

ISSUED: OCT 03 2014 (SLK)

Angela Andersen appeals the determination of the Division of Selection Services (Selection Services) that she did not meet the experience requirements for the promotional examination for Clerk 2 (PM0322S), Long Beach Township.

The examination at issue was announced with specific requirements that had to be met as of the March 21, 2014 closing date (see attached). Ms. Andersen was the only employee who applied for the subject examination, and the examination was cancelled due to a lack of qualified applicants.

On Ms. Andersen's application, she indicated that she was a Recycling Coordinator from December 2010 to the March 21, 2014 closing date, a South Jersey Director for the American Littoral Society from December 1997 to May 2003, and an Environmentalist Specialist for Ocean County from September 1993 to July 1997. Personnel records indicate that she was provisionally serving in the title under test from December 2013 to the March 21, 2014 closing date, a Clerk 1 from December 2010 to December 2013 and from May 2009 to May 2010, and an Environmental Specialist for Ocean County from May 1994 to July 1997. Selection Services determined that none of her experience was general clerical experience and therefore she lacked one year of the required experience.

On appeal, Ms. Andersen states that she has been employed with the appointing authority since 2008 and full-time since 2010 implementing and organizing the programs in the recycling division of the public works department.

She highlights various "examples of work" from the Clerk 2 job specification and correlates how they relate to her daily work.

CONCLUSION

N.J.A.C. 4A:4-2.6(a) provides that applicants shall meet all requirements specified in the promotional examination announcement by the closing date.

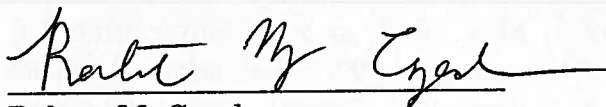
Initially, Selection Services correctly determined that the appellant did not meet the requirements for the subject examination as she did not describe general clerical experience in her application. However, in accordance with *N.J.A.C.* 4A:4-2.1(g), the Civil Service Commission (Commission) can accept clarifying information in eligibility appeals. For example, information submitted on appeal pertaining to duties performed in a given position that expands or enlarges on information previously submitted is considered clarifying. Ms. Andersen clarifies that her position consists of primarily performing general clerical duties on a daily basis such as reviewing the mail, entering and retrieving data from computer systems, providing information to residents over the phone and in-person, compiling data and preparing routine reports, maintaining files, utilizing office equipment, and managing calendars. Accordingly, based on the clarification provided in the instant matter, the appellant has demonstrated that she met the experience requirement for the title under test and should be admitted to the examination.

ORDER

Therefore, it is ordered that this appeal be granted, the examination cancellation be rescinded, and the appellant'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 1st DAY OF OCTOBER, 2014



Robert M. Czech
Chairperson
Civil Service Commission

Inquiries
and
Correspondence

Henry Maurer
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: Angela Andersen
Lynda Wells
Dan Hill
Joseph Gambino

NEW JERSEY CIVIL SERVICE COMMISSION
 COUNTY AND MUNICIPAL GOVERNMENT SERVICES
PROMOTIONAL ANNOUNCEMENT



\$25.00 PROCESSING FEE REQUIRED
 Make Check/Money Order Payable to NJCSC

SYMBOL: PM0322S	WEIGHT CODE: *
TITLE: CLERK 2	SALARY: \$25,000.00 - \$80,000.00
ISSUE DATE: March 01, 2014	CLOSING DATE: March 21, 2014
TITLE CODE: 03247/ CRFQR4	JURISDICTION CODE: T15170002
JURISDICTION: LONG BEACH TWP	
DEPARTMENT: PUBLIC WORKS AND PUBLIC PROPERTY	

RETURN COMPLETED APPLICATIONS TO: **ONLY ON LINE APPLICATIONS
 WILL BE ACCEPTED
 FOR THIS ANNOUNCEMENT**

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

**Clerk 1 01245
 Clerk 1 Bilingual in Spanish & English 01248**

Experience: One (1) year of experience in general clerical work.

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.

NOTE: As of December 1, 2013, applications must be completed and submitted by 4:00 pm on the closing date.

IMPORTANT INFORMATION

1. NJAC 4A:4-2.6 states that all requirements listed must be met as of the closing date, including assignment to jurisdiction/department, and satisfying the permanent status requirement.
2. **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-time and part-time permanent employees. If an employment list results from this announcement, it may be certified to fill both full-time and part-time positions. If 35- and 40-hour positions are used within the department, 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 (i.e. Police, Fire, Corrections and Sheriff).**
6. **SAVE ON POSTAGE! GO PAPERLESS! RECEIVE IMMEDIATE CONFIRMATION THAT YOUR APPLICATION HAS BEEN RECEIVED!** You can now file an application for this examination on-line. Visit the Civil Service Commission website at <http://info.csc.state.nj.us/epoa>. Select the promotional announcement and click on the link, "Click Here to file Online" at the top of the announcement. You can now complete and submit your application and payment on-line to the Civil Service Commission and you will receive an **immediate** receipt confirmation!

DPF-256A * Revised 03/09