



position as a Library Assistant from September 2011 to October 2012. Her part-time experience in the subject title was prorated to ten months of full-time experience, and she was found to be lacking two months of applicable experience as of the March 2014 closing date.

On appeal, Ms. Borkowski states that she was unaware that two years of experience was necessary or that her experience as a Library Assistant would be counted. The appellant states that she was working full time as a temporary Library Assistant from September 2011 through June 2012, and became permanent in a part-time position in October 2012. In support of her appeal, the Office of Human Resources of the Ocean County Library confirms that she was a temporary Library Assistant from September 2011 through June 2012.

*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.

### CONCLUSION

In the instant matter, the appellant was appropriately found to have not met the minimum requirements for the examination. Her experience as a Senior Library Assistant and Library Assistant was calculated based on her working part-time, 19 hours per week, from October 2012 to March 2014, as listed on her application. Her remaining positions, as an Executive Assistant and a Sales Associate, are clearly inapplicable.

On appeal, the appellant adds an additional position, that of temporary Library Assistant from September 2011 to June 2012. In addition, the appellant states that this position was full-time. Nevertheless, official records indicate that it was a part-time position, although no part-time percentage was recorded. The individual at the Office of Human Resources indicated that the appellant worked as a temporary Library Assistant for 10 months, but did not indicate whether or not the position was full-time or part-time. In any event, under *N.J.A.C. 4A:4-2.1(g)*, the Commission can accept clarifying information in eligibility appeals. However, *N.J.A.C. 4A:4-2.1(f)* provides that an application may only be amended prior to the announced closing date. For example, information submitted on appeal pertaining to duties in a given position that expands or enlarges information previously submitted is considered clarifying and is accepted. However, any documentation indicating work in a position that was not previously listed on an application or resume cannot be considered after the closing date. Thus, the Commission can only consider information provided on appeal regarding the positions listed on the appellant's original application. See *In the Matter of Diana Begley* (MSB, decided November 17, 2004).

The appellant had been informed that the online application process is automated and provides instructions to candidates on how to properly complete their applications. Also, the application states that, by clicking "yes," the applicant certified that the employment history was complete and accurate. The On-Line Application System User's Guide cautions applicants to carefully review the application to ensure that it is complete and accurate before submitting, and to complete the application in detail. It states that failure to complete the application properly may cause the applicant to be declared ineligible. The instructions under the experience portion of the applications advise applicants to provide all employment information (not just current employment information), and if they have multiple positions, they need to make sure that they provide each one separately. The appellant should follow these instructions and properly complete any future applications for examinations.

The appellant's experience as a temporary Library Assistant was not on her original application. In light of the fact that eight candidates appear on the eligible list, there is no good cause to relax the rule and allow the appellant to submit additional experience not originally provided. In sum, the appellant lacks two months of full-time experience as of the March 2014 closing date.

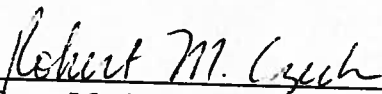
An independent review of all material presented indicates that the decision of DSS that the appellant did not meet the announced requirements for eligibility by the closing date is amply supported by the record. The appellant provides no basis to disturb this decision. Thus, the appellant has failed to support her burden of proof in this matter.

#### ORDER

Therefore, it is ordered that this appeal be denied.

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 19<sup>th</sup> DAY OF NOVEMBER, 2014



Robert M. Czech

Chairperson

Civil Service Commission

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