

doors and hardware and keying of locks. The appellant also submits documentation showing that he has been scheduled to take the State Locksmith License Examination. In order to qualify to take this examination, Mr. Adams represents that the Attorney General's Office of Consumer Affairs had determined that he had three years of experience in the repair and installation of locks.

CONCLUSION

N.J.A.C. 4A:4-2.6(a) provides that applicants shall meet all requirements specified in the promotional announcement by the closing date. Under *N.J.A.C.* 4A:4-2.1(g), the Commission can accept clarifying information in eligibility appeals. Further, *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.

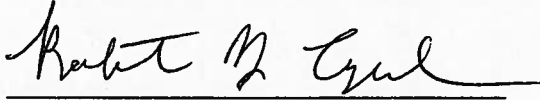
Initially, Selection Services correctly determined that the appellant did not meet the required experience as of the April 21, 2014 closing date as he only had one year and two months experience as a Repairer. However, on appeal, Mr. Adams clarifies that as a Journeyman Carpenter for almost 10 years one of his primary responsibilities was the keying of locks. Further, under *N.J.A.C.* 13:31A-2.1, in order to apply for a State Locksmith License, an applicant must have at least three years of practical hands-on experience in the provision of locksmithing services immediately preceding the submission of the application and the Division of Consumer Affairs approved his application to sit for the examination. Further, although Mr. Adams' experience does not precisely mirror the requirements contained in the announcement, the Commission is satisfied that the totality of his varied levels of experience as a Repairer and as a Journeyman Carpenter as far back as September 2003 warrants his admission to the subject examination. Additionally, the eligible list is incomplete as there is only one name remaining on the eligible list. Therefore, under these circumstances, good cause exists to relax the provisions of *N.J.A.C.* 4A:4-2.6(a) and accept the totality of appellant's experience, and admit him to the subject examination.

ORDER

Therefore, it is ordered that this appeal be granted, and Mr. Adams' 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 6th DAY OF NOVEMBER, 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: Jeremy Adams
Natalie Havran
Dan Hill
Joseph Gambino

NEW JERSEY CIVIL SERVICE COMMISSION-STATE SERVICE
PROMOTIONAL ANNOUNCEMENT

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

| | |
|---|-----------------------------------|
| SYMBOL: PS8595J | WEIGHT CODE: * |
| TITLE: LOCKSMITH | SALARY: \$40,075.00 - \$56,379.00 |
| ISSUE DATE: April 01, 2014 | CLOSING DATE: April 21, 2014 |
| TITLE CODE: 41633/DCRXR2 | CLASS CODE: 15 |
| DEPARTMENT: HIUS/STATE COLLEGES & UNIVERSITIES | |
| UNIT SCOPE: J600 The Richard Stockton College of New Jersey | |

APPLICATIONS MAY BE OBTAINED
FROM AND MUST BE RETURNED TO:

ONLY ON LINE APPLICATIONS
WILL BE ACCEPTED
FOR THIS ANNOUNCEMENT

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

Repairer

Or to employees in the competitive division who have an aggregate of one year of continuous permanent service as of the closing date in any competitive title and who meet the requirements listed:

Experience: Three (3) years of comprehensive experience in the repair, alteration and installation of locks, door checks and keys of varied types.

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, including assignment to the department and unit scope, must be met as of the closing date.
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- and part-time permanent employees. If an employment list results from this announcement, it may be certified to fill full-time and part-time positions. If 35- and 40-hour positions are used within the unit scope, 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
6. SAVE ON POSTAGE! GO PAPERLESS! RECEIVE IMMEDIATE CONFIRMATION THAT YOUR APPLICATION HAS BEEN RECEIVED! You can now file an application for this examination online. 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 online to the Civil Service Commission and you will receive an immediate receipt confirmation!
7. SPECIAL NOTE TO ALL APPLICANTS Please make sure you are assigned to the unit scope indicated above. If you do not know your unit scope assignment, please contact your Human Resource Office. If you file an application for this announcement and you are not assigned to the unit scope indicated above, YOU WILL BE FOUND INELIGIBLE FOR THIS EXAM AND YOUR APPLICATION FEE WILL NOT BE REFUNDED.

DPF-256A * Revised 03/09