

B-23



STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION  
OF THE  
CIVIL SERVICE COMMISSION

In the Matter of Administrative  
Analyst 1 Accounting (PS3654K),  
Department of Human Services

CSC Docket No. 2015-1253

Request for List Extension

ISSUED: DEC - 5 2014 (RE)

The Director, Division of Classification and Personnel Management<sup>1</sup> (CPM), on behalf of the Department of Human Services appointing authority, requests that the eligible list for Administrative Analyst 1 Accounting (PS3654K), Department of Human Services be extended for one year beyond its original expiration date.

By way of background, the subject list which contained three names promulgated on February 14, 2013 and expires on February 13, 2015. One certification of the list resulted in one appointment and there are two names remaining on the list. On October 22, 2014, the appointing authority requested that the subject list be extended to allow it to make permanent appointments to fill future vacancies. The Department of Human Services has been administering a second reduction in force, which is effective January 9, 2015, yet it intends to appoint at least one more candidate from this list after that date, and after any Special Reemployment Lists (SRLs) are issued and cleared. It states that it is unable to realistically appoint from the list prior to its expiration so close to the effective date of the layoff. CPM explains that filling a vacancy from an active list is preferable to, and more expedient than, announcing a new examination at this time. It is noted that no SRLs for this title are expected from this layoff. Also, a new announcement for the title of Administrative Analyst 1 Accounting has not been initiated.

<sup>1</sup> Now the Division of Agency Services.

*N.J.A.C. 4A:4-3.3(a)1* and *N.J.A.C. 4A:4-3.4(a)5* provide that an eligible list may, for good cause, be extended, except that no list shall have a duration of more than four years.

### CONCLUSION

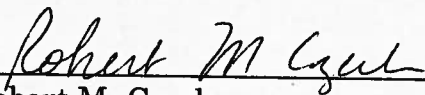
In the present matter the Department of Human Services filed a request with CPM prior to the expiration of the subject list for an extension to allow it to make permanent appointments as needed after the effective date of the layoff. Therefore, good cause has been established to extend the subject list. In the absence of such extension, vacancies would have to be filled through provisional appointments, which are disfavored.

### ORDER

Therefore, it is ordered that this request be granted and the subject eligible list be extended for one year beyond its original expiration date.

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 3<sup>rd</sup> DAY OF DECEMBER, 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

c: Christina Mongon  
Dan Hill  
Kenneth Connolly