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STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION  
OF THE  
CIVIL SERVICE COMMISSION

In the Matter of Kadeen Rowe,  
Assistant Supervisor of Recreation  
(PS6823K), Department of Human  
Services

Examination Appeal

CSC Docket No. 2014-3206

ISSUED: **SEP 18 2014** (HS)

Kadeen Rowe appeals the determination of the Division of Selection Services (Selection Services) which found that he did not meet the experience requirement for the promotional examination for Assistant Supervisor of Recreation (PS6823K), Department of Human Services.

The subject examination was announced with a closing date of January 21, 2014. The examination was open to employees in the competitive division who had an aggregate of one year of continuous permanent service as of the closing date in any competitive title and who met the listed requirements. These requirements included a Bachelor's degree and one year of experience planning, organizing and scheduling recreational or related vocational/pre-vocational activities in an institution, school or community recreation program. Applicants who did not possess the required education could substitute additional experience as indicated on a year-for-year basis with 30 semester hour credits being equal to one year of experience. Four individuals submitted applications to take the examination with one individual deemed eligible. The eligible list, which contained only one name, promulgated on June 12, 2014 and expires June 11, 2017.

Selection Services credited the appellant for his Bachelor's degree and seven months of applicable experience based on his provisional service in the subject title up to the closing date. Since no other experience was found applicable, he was determined to be lacking five months of applicable experience.

On appeal, the appellant argues that his experience in the title of Therapy Program Assistant is applicable and submits his resume.

### CONCLUSION

*N.J.A.C. 4A:4-2.6(a)2* provides that applicants shall meet all requirements specified in the promotional examination announcement by the closing date. *N.J.A.C. 4A:1-1.2(c)* provides that a rule may be relaxed for good cause shown in a particular situation.

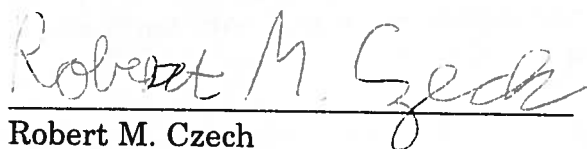
In this matter, Selection Services correctly determined that the appellant was ineligible for the subject examination because he lacked the requisite experience as of the January 21, 2014 closing date. However, the appellant was provisionally appointed to the title under test effective July 27, 2013 and continues to serve provisionally in that title. The Civil Service Commission finds that, for examination eligibility purposes, he has been performing the duties of the title under test since that date. Thus, the appellant now possesses enough applicable experience based on this service. Additionally, the record evidences that the examination situation is not competitive since only one applicant was admitted to the examination. Under these circumstances, good cause exists to relax the provisions of *N.J.A.C. 4A:4-2.6(a)2* and accept the appellant's provisional experience after the closing date, for eligibility purposes only, and admit him to the examination.

### ORDER

Therefore, it is ordered that this appeal be granted and the appellant's application be 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 17<sup>TH</sup> DAY OF SEPTEMBER, 2014



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