

B-59



STATE OF NEW JERSEY

In the Matter of Margaret Murphy,
Technical Assistant 2, Community
Affairs (S0762R), Statewide

FINAL ADMINISTRATIVE ACTION
OF THE
CIVIL SERVICE COMMISSION

CSC Docket No. 2014-2275

Examination Appeal

ISSUED: **JUL 21 2014** (JET)

Margaret Murphy appeals the determination of the Division of Selection Services (Selection Services) that she did not meet the experience requirements for the open competitive examination for Technical Assistant 2, Community Affairs (S0762R), Statewide.

The subject examination was announced with a closing date of September 4, 2013. The requirements were four years of experience in providing technical assistance to State and/or local communities or agencies, completing forms or applications, resolving complaints, or interpreting rules, regulations, policies, and procedures to the public, and reviewing documents for accuracy and content. It was noted that applicants who did not possess the required experience could have substituted education on a year-for-year basis with 30 semester hour credits being equal to one year of experience. A total of 140 applicants applied for the subject examination that resulted in a list of 51 eligibles with an expiration date of June 18, 2017. It is noted that the list has not yet been certified.

The appellant indicated on her application that she was provisionally serving in the title under test from July 2013 to the closing date, September 2013. However, she did not list any other positions on her original application. The appellant also listed completion of 15 college credits. Selection Services credited her with six months of applicable experience for her college credits and two months of applicable experience for her provisional service in the title under test. Accordingly, Selection Services determined that the appellant was ineligible for the examination since she lacked three years and four months of applicable experience.

On appeal, the appellant maintains that she is qualified for the examination. Specifically, the appellant explains that she was unfamiliar with the on-line application process and did not realize that all of her prior employment history and experience was to be entered individually on the application. The appellant adds that when she realized the error, she immediately submitted a hard copy of her resume to Selection Services for review.¹ Additionally, the appellant submits her resume on appeal which indicates that she served as a temporary Technical Assistant from April 2009 to June 2013, as a Technical Assistant 2, Treasury, from March 2000 to April 2002, and as a Technical Assistant 3 from January 1999 to March 2000.

It is noted that the appellant continues to serve provisionally in the subject title.

CONCLUSION

N.J.A.C. 4A:4-2.3(b) provides that applicants shall meet all requirements specified in the open competitive announcement by the closing date. Under *N.J.A.C.* 4A:4-2.1(g), the Civil Service Commission can accept clarifying information in eligibility appeals.

Initially, Selection Services was correct when it determined that the appellant was ineligible for the examination. While the appellant indicated that she possessed 15 college credits and two months of applicable experience as a provisional Technical Assistant 2, Community Affairs, she did not list any other applicable experience on the online application. Thus, Selection Services could only credit the appellant with eight months of applicable experience. Moreover, Selection Services states that it has no record that it received the appellant's resume before the closing date of the application.

However, the appellant maintains that she submitted a hard copy of her resume for review before the closing date of the application. Further, the appellant submits her resume on appeal indicating that she is qualified for the examination. In this regard, the appellant's resume indicates that she served as a temporary Technical Assistant from April 2009 to June 2013, as a Technical Assistant 2, Treasury, from March 2000 to April 2002, and as a Technical Assistant 3 from January 1999 to March 2000. As such, it is clear that she has more than four years of the required experience. Therefore, based on a review of this experience and the totality of circumstances presented in this matter, the appellant should be admitted to the subject examination. However, the appellant is advised that, in the future,

¹ The appellant explains that she was unfamiliar with the online application procedures at the time she submitted her application. Selection Services indicates that there is no record that it received the appellant's resume before the closing date of the application.

she must ensure any application she files is fully and completely filled out and any supporting documentation is included.

ORDER

Therefore, it is ordered that this appeal be granted and the appellant be scheduled for a make-up examination as soon as possible. If the appellant achieves a passing score, her name should be added to the eligible list 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 16th DAY OF JULY, 2014



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