



B-99

STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION
OF THE
CIVIL SERVICE COMMISSION

In the Matter of Martha Azaceta
Keyboarding Clerk 3 (PM0520S),
City of Hoboken

CSC Docket No. 2015-736

Examination Appeals

ISSUED: FEB 09 2015 (DASV)

Martha Azaceta appeals the determination of the Division of Selection Services that she was ineligible for the Keyboarding Clerk 3 (PM0520S), City of Hoboken, examination.

By way of background, the subject examination was announced with a closing date of April 21, 2014 and open to employees who were currently serving as a Keyboarding Clerk 2 and possessed an aggregate of one year of continuous permanent service. Five employees, including the appellant, filed for the examination. Four employees were found eligible and appeared on the resulting eligible list, which promulgated on September 4, 2014 and expires on September 3, 2017. On September 26, 2014, the subject eligible list was certified and three eligibles were appointed effective October 7, 2014. The remaining eligible was removed.

Upon review, the Division of Selection Services found the appellant's application to be incomplete since she did not enter any employment information. Specifically, there is a note on the appellant's online application which indicates that "[D]uring the application creation process, employment information was not entered into the Experience section." Thus, because eligibility could not be determined based on her application, the appellant was deemed ineligible for the examination.

On appeal to the Civil Service Commission (Commission), the appellant states that "there was a glitch in the system which caused the application to delete

some of the information.” She was not aware of this, and therefore, filed an incomplete application. Moreover, the appellant indicates that she has worked as a Keyboarding Clerk 2 for the past two years for the Hoboken Municipal Court and has the credentials and experience to be promoted. Personnel records indicate that the appellant was first appointed as a Keyboarding Clerk 1 with the City of Hoboken on October 11, 2001. She was then appointed to Keyboarding Clerk 2 effective July 1, 2012.

CONCLUSION

N.J.A.C. 4A:4-2.6(a)2 provides that applicants shall meet all requirements specified in the promotional announcement by the closing date. *N.J.A.C.* 4A:4-2.1(f) states that an application may only be amended prior to the announced closing date for filing applications. *N.J.A.C.* 4A:1-1.2(c) provides that the Commission may relax a rule for good cause, in a particular circumstance, in order to effectuate the purposes of Title 11A of the New Jersey Statutes Annotated.

In order to establish eligibility, the appellant was required to be serving as a Keyboarding Clerk 2 with an aggregate of one year of continuous permanent service by the examination closing date. While personnel records confirm that the appellant has been serving as a Keyboarding Clerk 2 for more than one year, she did not indicate this experience on her application. It is noted that the online application process is automated and provides instructions to candidates on how to properly complete their applications. When applicants click on the payment tab to submit their online application and they have not provided any experience, they receive a warning message. If applicants wish to provide experience, they must click “Yes” to return to the experience section before submitting their application. If they do not have any experience to report, they click “No” to complete and submit their application. In the appellant’s case, she did not enter employment information during the application creation process.

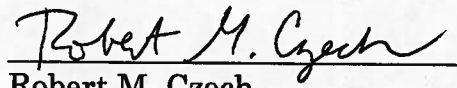
Nonetheless, the Keyboarding Clerk 3 (PM0520S), City of Hoboken, eligible list is now exhausted. Further, the appellant clearly meets the announced examination requirements, and, but for the omission of her position from the application, she would have been deemed eligible for the subject examination. Under these circumstances, good cause exists to relax the provisions of *N.J.A.C.* 4A:4-2.1(f) and consider the appellant’s experience as a Keyboarding Clerk 2. However, the appellant is cautioned that, when submitting examination applications in the future, she must accurately and completely present her employment history. Although she claims that there may have been a “glitch in the system,” four employees were able to file their applications without issue. It is emphasized that absent the submission of a complete application, eligibility cannot be determined.

ORDER

Therefore, it is ordered that this appeal be granted. It is further ordered that the application of Martha Azaceta 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 4TH DAY OF FEBRUARY, 2015**



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