

includes a resume which lists two more positions as a Principal Clerk Typist, two positions as a Senior Clerk Typist, a position as a Clerk Typist, and positions as a Cashier, Pharmacy Assistant, Collections Officer, Redemption Officer, and Para-Legal.

N.J.A.C. 4A:4-2.3(b)(2) provides that applicants shall meet all requirements specified in the open competitive examination announcement by the closing date.

CONCLUSION

In the present matter, the appellant listed one position on her application, which was inapplicable. She described her duties as a Principal Clerk Typist as serving as a secretary to the Bureau Chief. She stated that she coordinates scheduling of his appointments and travel, and of the meetings for the staff. She states that she receives, processes and distributes variations, provides information on project status and releases, prepared referrals and processed them through the department will system, typed highly technical correspondence and memos, provided assistance to officials, State agencies and the public regarding procedures, logged in plans, answered and screened calls, and established and maintained employee records. This description indicates that the appellant is performing clerical duties and she is not working at the level and scope of coordinating or monitoring of various phases of work through the review of plans, agreements, purchase orders, records, and correspondence.

The appellant submitted additional positions on appeal. In this respect, it is noted that providing the information requested on the application is not a mere formality, but is part of the examination process. The Commission receives hundreds of thousands of applications a year and test eligibility must be determined from the application in order to meet administrative responsibilities and to establish uniform and fair requirements for all candidates. *See In the Matter of Pamela B. Ward* (CSC, decided June 7, 1984). Under *N.J.A.C. 4A:4-2.1(g)*, the Commission can and does accept clarifying information in eligibility appeals. However, *N.J.A.C. 4A:4-2.1(f)* provides that an application may only be amended prior to the announced closing date. For example, information submitted on appeal pertaining to duties in a given title that expands or enlarges information previously submitted is considered clarifying and is accepted; however, information about a position not listed on the application is not accepted.

The Announcement and On-Line Application System User Guide, which is located on the Civil Service Commission's website, includes directions on filing applications. Page *i* of this guide states "Carefully review your application to ensure that it is complete and accurate before submitting," and "You must complete your application in detail. Your score may be based on a comparison of your background with the job requirements. Failure to complete your application

properly may cause you to be declared ineligible or may lower your score if your application is your test paper.” Page 4 has a sample open-competitive announcement. On this sample, and on the actual announcement for the examination, direction 3 states, “You must complete your application in detail.” Page 18 of the guide directs applications to “Provide all employment information (not just your current employment information). If you have multiple experiences, make sure that you provide each one separately.” The instructions on the application where applicants list experience states, “**Employment Record:** You may be declared ineligible or you may not receive proper credit for score purposes if you do not properly complete her application. If you held different positions with the same employer, list each position separately. ... Since your application may be your only test paper, be sure it is complete and accurate. Failure to complete your application properly may cause you to be declared ineligible, lower your score, or possibly cause you to fail.” Additional information was given on the pages that followed on how to submit supporting documentation, such as resumes. Page 23 asked candidates to check each section of the application to make sure that all information was complete and accurate. It also indicated that once the application was submitted the candidate would not be able to go back to add or modify information. After completing the application, applicants were required to check “yes” or “no” certifying that the information provided in the application is complete and accurate, and that they understood that once their electronic application was submitted, they could not make changes, but must mail changes or additional information by the closing date. If an applicant selected “no,” he or she was returned to the main menu and the application was not processed. As such, each applicant certified that their application was complete and accurate when they filed. The appellant had been given ample information and directions regarding completing her applications including providing all employment positions. As this examination is competitive, with 19 candidates admitted to the examination, there is no basis to accept additional information after the closing date in the instant matter. The appellant lacks three years of qualifying experience.

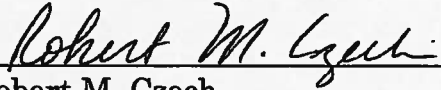
A thorough review of all material presented indicates that the decision of the DSS that appellant did not meet the announced requirements for eligibility by the examination closing date is amply supported by the record and appellant provides no basis to disturb that decision. Thus, appellant has failed to support her burden of proof in this matter.

ORDER

Therefore, it is ordered that this appeal be denied.

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
THE 4th DAY OF FEBRUARY, 2015



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