

B-124



STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION
OF THE
CIVIL SERVICE COMMISSION

In the Matter of Joyce Pinkney,
Senior Youth Aide (C0451S) Bergen
County

Examination Appeal

CSC Docket No. 2015-1114

ISSUED: FEB - 9 2015

(RE)

Joyce Pinkney appeals the decision of the Division of Selection Services (DSS) which found that she did not meet the experience requirements for the open competitive examination for Senior Youth Aide (C0451S) Bergen County.

The subject examination had a closing date of June 20, 2014 and was open to residents of Bergen County, and contiguous counties, who possessed two years of experience in the care and custody of juveniles in an institutional setting. The appellant submitted an application with one position listed. Eight candidates appear on the eligible list, which was certified once, but no appointments have yet been made.

On appeal, Ms. Pinkney argued that she met the education and experience requirements for the subject examination, and she submitted copies of certifications, a resume, and other examination related materials. Civil Service Commission staff responded that no education was required. She was reminded that she had listed one position on her application, Sergeant Detention Officer from October 2012 to the closing date. Thus, she was credited with one year, nine months of experience, and found to be lacking three months of experience by the closing date. The appellant was further informed that, pursuant to *N.J.A.C. 4A:4-2.1(f)*, any supplemental information received after the closing date cannot be considered, and that she submitted additional information on appeal that was not listed on her application. This is considered to be supplemental information, and cannot be accepted after the closing date.

The appellant responded by providing documentation regarding her previous employment as a full-time Juvenile Detention Officer for over eight years. She states that her application is clearly incomplete, so she was unable to complete it in full.

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

CONCLUSION

The appellant was denied admittance to the subject examination since she did not list sufficient qualifying experience on her application. Under *N.J.A.C.* 4A:4-2.1(g), the Commission can 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 position that expands or enlarges information previously submitted is considered clarifying and is accepted. However, any documentation indicating work in a setting that was not previously listed on an application or resume cannot be considered after the closing date. Thus, the Commission can only consider information provided on appeal regarding the positions listed on the appellant's original application. See *In the Matter of Diana Begley* (MSB, decided November 17, 2004).

In addition, service in a particular title does not automatically establish that the applicant possesses the necessary qualifications for an examination. Applicants must demonstrate on their applications that the duties they perform provide them with the experience required for eligibility. See *In the Matter of Charles Klingberg* (Merit System Board, decided August 28, 2001). The Commission makes official determinations of eligibility for all prospective candidates for positions in State or local Merit System jurisdictions who are also required to pass a competitive examination and be certified in order to be considered for permanent employment in the competitive division of the career service. See *In the Matter of Jennifer Napoli* (MSB, decided February 24, 2004). Thus, the application is utilized to screen the candidate pool to ensure that applicants meet the minimum experience requirements for each position. The appellant certified that her application was complete and accurate, and the eligible list contains eight names. Accordingly, there is no basis to accept the appellant's supplemental information after the closing date.

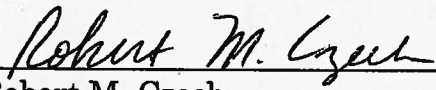
A thorough review of all material presented indicates that the decision of DSS, that appellant did not meet the announced requirements for eligibility by the examination closing date, is amply supported by the record and appellant provides no basis to disturb that decision. Thus, appellant has failed 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 ON
THE 4th DAY OF FEBRUARY, 2015



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