

audits, compiling financial statements, and implementing and maintaining general ledger systems.

CONCLUSION

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. Additionally, *N.J.A.C.* 4A:4-2.1(f) states that an applicant may amend an application prior to the announced closing date. *N.J.A.C.* 4A:4-6.3(b) provides that appellants have the burden of proof in examination and selection disqualification appeals. Further, *N.J.A.C.* 4A:1-1.2(c) provides that the Civil Service Commission may relax a rule for good cause in a particular circumstance in order to effectuate the purposes of Title 11A, New Jersey Statutes.

Initially, the Civil Service Commission notes that the online application process is automated and provides instructions to candidates on how to properly complete their applications. Upon a candidate saving the first work experience entered, a screen is presented in which the option to add more experience is indicated. In addition, an Online Application System User Guide is available on the Civil Service Commission's website.

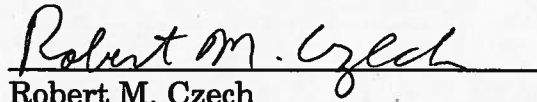
In the instant matter, Agency Services correctly determined that the appellant did not demonstrate five years of relevant experience on her original application due to her failure to properly indicate her experience on the application. On appeal, the appellant has argued that she possesses over 17 years of applicable experience, almost all of which was omitted from her original application. This would provide the appellant with sufficient applicable experience for the subject examination. Such a significant addition to the application after the closing date is considered amended information, which is generally not permitted under *N.J.A.C.* 4A:4-2.1(f). However, since the subject examination was cancelled due to a lack of eligible applicants and admitting the appellant to the examination would enable the appointing authority to effect a permanent appointment, good cause exists to relax the provisions of *N.J.A.C.* 4A:4-2.3(b) and *N.J.A.C.* 4A:4-2.1(f), and accept the appellant's amended information on appeal, for eligibility purposes only, and admit her to the subject examination. Finally, the appellant is cautioned that, in the future, she must fully complete any examination application.

ORDER

Therefore, it is ordered that this appeal be granted, the cancellation of the examination be rescinded and Patrice Antonucci'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 6TH DAY OF MAY, 2015



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