

B-35



STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION
OF THE
CIVIL SERVICE COMMISSION

In the Matter of Nancy Ferrigno,
Registrar of Vital Statistics
(M0697S), Clifton

Examination Appeal

CSC Docket Nos. 2015-2098

ISSUED: **MAY 11 2015** (SLK)

Nancy Ferrigno appeals the determination of the Division of Selection Services¹ (Selection Services) that she did not meet the experience requirements for the open competitive examination for Registrar of Vital Statistics (M0697S), Clifton.

The examination at issue was announced with specific requirements that had to be met as of the September 8, 2014 closing date (see attached). Eleven applicants applied for the examination that resulted in a list of four eligibles with an expiration date of December 31, 2017. Certification OL150050 has been issued to the City of Clifton and its disposition has not yet been returned.

Ms. Ferrigno indicated on her application that she was a Municipal Clerk for Clifton from March 2013 to the September 8, 2014 closing date. Personnel records indicate that she was provisionally serving in the subject title as a Municipal Clerk for Clifton from June 2013 to the September 8, 2014 closing date, a Deputy Municipal Clerk for Clifton from March 2013 to June 2013, Registrar of Vital Statistics for Woodland Park from February 2009 to March 2013, and a Deputy Municipal Clerk for Woodland Park from September 2007 to March 2013. Selection Services credited her for one year and six months of experience based on her Deputy Municipal Clerk and Municipal Clerk service for Clifton, but determined that she lacked one year and six months of experience as she did not indicate any other experience on her application and did not submit a resume.

¹ This function is now part of the Division of Agency Services.

On appeal, Ms. Ferrigno presents that she was employed by Woodland Park in September 2007 as a Deputy Municipal Clerk and then additionally was appointed as a Registrar of Vital Statistics in 2009. The appellant provides that she began her employment with Clifton in March 2013. Therefore, Ms. Ferrigno asserts that she has met the three years clerical experience requirement for the subject examination. She also submits a letter from John Cudworth, Personnel Officer for Clifton, who states that the appellant's experience exceeded the minimum qualifications for the subject title and she was a Certified Municipal Registrar when she was hired. Further, Mr. Cudworth represents that Dominick Villano, City Manager for Clifton, support's Ms. Ferrigno's appeal.

CONCLUSION

N.J.A.C. 4A:4-2.3(b)2 requires applicants to possess all the requirements specified in an announcement for an open competitive examination by the closing date.

N.J.A.C. 4A:4-2.1(f) provides that an applicant may amend a previously submitted application only prior to the announced closing date.

In the present matter, Selection Services correctly determined that Ms. Ferrigno was not eligible for the subject examination as she only listed her Deputy Municipal Clerk and Municipal Clerk experience with Clifton and did not list her other clerical experience with Woodland Park on her application. On appeal, Ms. Ferrigno indicates that, starting in September 2007 for Woodland Park, first as a Deputy Municipal Clerk and then additionally being appointed as a Registrar of Vital Statistics in 2009, she possessed the required experience. Additionally, she highlights that she gained additional experience starting in March 2013 for Clifton as a Deputy Municipal Clerk and then as a Municipal Clerk and that she also is a Certified Municipal Registrar. As such, she argues that she has met the experience requirements.

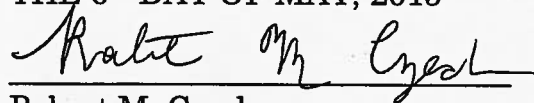
The importance of submitting a properly completed application that includes all of the necessary information cannot be overstated, since a complete application provides the only reliable barometer by which Selection Services can make the initial determination whether to admit or reject an applicant. Selection Services has no other tool to rely on in order to make this important initial assessment in an expeditious, fair and efficient manner. In this case, there is no basis on which to relax *N.J.A.C. 4A:4-2.1(f)* and accept Ms. Ferrigno's extensive amendment to her application as the list is complete, containing the names of four eligibles.

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 6th DAY OF MAY, 2015



Robert M. Czech
Chairperson
Civil Service Commission

Inquiries
and
Correspondence

Henry Maurer
Director
Division of Appeals
and Regulatory Affairs
Civil Service Commission
Written Record Appeals Unit
P.O. Box 312
Trenton, New Jersey 08625-0312

Attachment

c: Nancy Ferrigno
Dominick Villano
Kelly Glenn
Joseph Gambino



Job Announcements

Symbol: M0697S Title: **REGISTRAR OF VITAL STATISTICS**

Issue Date: 08/18/2014

Jurisdiction: CLIFTON

Num. of Positions: 1

Application Fee: \$25.00

Closing Date: 09/08/2014

Salary: \$3,616.00 Per Year

Workweek: 5 Hours per week

OPEN TO RESIDENTS OF:

Passaic and Essex Counties

REQUIREMENTS:

EXPERIENCE: Three (3) years of clerical experience.

CERTIFICATION: Appointees must obtain a Certified Municipal Registrar (CMR) certificate issued by the Department of Health and Senior Services within six (6) months of appointment.

LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

NOTE: Appointees may be required to establish residency within fifteen (15) miles of the jurisdiction following appointment.

Customer Care and Technical Support: If you are having difficulty submitting your application online, customer care and technical support are available during regular business hours, 8:00 a.m. to 4:00 p.m. EST, Monday - Friday, excluding holidays and emergency closings. Please email: OAS.support@csc.state.nj.us or call (609) 292-4144. Please note that application support requests received outside regular business hours on the closing date will not change the application filing deadline so PLEASE FILE EARLY.

IMPORTANT INFORMATION:

1. NJAC 4A:4-2.3(b) states that all requirements must be met as of the closing date.
2. Online applications must be completed and submitted by the closing date listed above.
3. **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 lower your score or cause you to fail.**
4. If an employment list results from this announcement, it may be certified to fill full-time and part-time positions.
5. If the announcement is open to residents of more than one jurisdiction, the eligible list will be ranked according to that residency sequence. Please click here for additional information.
6. Effective September 1, 2011, the New Jersey First residency law was enacted. Please click here for additional information.
7. In accordance with Public Law 2010 c. 26, Veterans pay a reduced application fee of \$15.00 if they have previously established Veteran's Preference with the DMAVA (as defined by NJSA 11A:5-1 et seq) or their claim is approved by DMAVA at least 8 days prior to the issuance of the eligibility list. Please note this reduced fee does not apply to Public Safety titles.

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