



Copyright Office regarding patents, trademarks, and copyrights he has applied for, the hiring of multiple attorneys to attend to his legal affairs, and the hiring/management of a web designer for his company's website. Dealing with these multiple vendors also involves overseeing their staff's production through the congregation of monthly meetings in order to establish progress. He also performed the duties of filing/storing all of his company's records since 2012, maintaining his accounts receivable/accounts payable through the "Quick Books" computer program, receiving and reviewing all incoming/outgoing mail, and the preparing of documents (contracts/letters) via computer software.

*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

A review of the appellant's application reveals that he does not meet the announced requirements. The appellant listed one position on his application, for which he received credit. Applicants are required to unambiguously indicate relevant experience on the application. Thus, applicants are required to clearly demonstrate that their experience matches that required in the announcement. See *In the Matter of Marcella Longo* (MSB, decided November 4, 2004) and *In the Matter of Rui Reguinho* (MSB, decided October 6, 2004). Further, instructions for completing the application state, "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." Further, the applications states, "Employment Record: You may be declared ineligible or you may not receive proper credit for scoring purposes if you do not properly complete your application. If you held different positions with the same employer, list each position separately. Make sure you give full dates of employment (month/year), indicate whether the job was full or part time, and the number of hours worked per week. If you are currently employed in this position, enter the current month and year in the Employed To section. 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." The Online Application System User Guide asks candidates to review the application to make sure the information is complete and accurate. It also states that, by clicking "yes" to make a payment and submit the application, the candidate is told that he or she is certifying that the application is complete and accurate.

On appeal, the appellant provides a position that was not on his original application. Aside from the fact that the information is not complete for this

position, this is supplemental information. *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, any documentation indicating work in a setting that was not previously listed on an application or resume cannot be considered after the closing date. See *In the Matter of Diana Begley* (MSB, decided November 17, 2004). This supplemental information regarding the ownership of a small business was received after the closing date and cannot be accepted. The examination is competitive with three eligible candidates, so there would be no basis to relax this requirement in the instant matter. In any event, the additional experience presented does not meet the experience requirement since its primary focus, contrary to the appellant's assertions, was clearly not in clerical work. To be considered applicable, experience must have, as its *primary focus*, full-time duties that are applicable to the title under test.

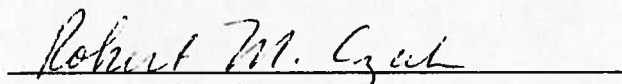
An independent review of all material presented indicates that the decision of DAS that the appellant did not meet the announced requirements for eligibility by the closing date is amply supported by the record. The appellant provides no basis to disturb this decision. Thus, the appellant has failed to support his 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 6<sup>th</sup> DAY OF MAY, 2015



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