

### STATE OF NEW JERSEY

In the Matter of Amanda Foster, Animal Keeper (C0012V), Cape May County

CSC Docket No. 2017-3500

FINAL ADMINISTRATIVE ACTION OF THE CIVIL SERVICE COMMISSION

**Examination Appeal** 

ISSUED: **SEP** 1 1 2017

(RE)

Amanda Foster appeals the determination of the Division of Agency Services which found that she did not meet the minimum experience requirements for the open-competitive examination for Animal Keeper (C0012V), Cape May County.

The subject open-competitive was announced with specific requirements that had to be met as of the January 6, 2017 closing date (see attached). There were three admitted candidates, and the eligible list was certified once. As a result, one candidate was appointed, one candidate removed for failing to respond to the notification, and one candidate was removed for late notification.

Ms. Foster listed six positions on her application; Animal Keeper (Seasonal),<sup>1</sup> Veterinary Technician, Carriage Driver, Veterinary Technician, Vet Assistant, and Veterinary Technician. The appellant was credited with six months of applicable experience in the first position, and the remainder of her experience was not with non-domesticated animals. As such, she was found to be lacking six months of full-time experience.

On appeal, the appellant argues that as a veterinary technician she worked with birds, reptiles, ferrets, records, and rodents, as well as farm animals and various feral animals and wildlife needing emergency care. She states that in 2004 she volunteered at a Carnivore Protection Trust, currently known as the Carolina Tiger

 $<sup>^{1}</sup>$  The appellant worked from January to June 2016, and received another temporary appointment in February 2017.

Rescue, where she assisted with feeding and making diets. She argues when working in veterinary medicine there is a great diversity in animals.

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

Initially, the appellant was correctly denied admittance to the subject examination since she lacked six months of qualifying experience. While she may have dealt with an occasional feral or non-domesticated animal and her positions as Veterinary Technician, this was not the primary focus. Further, the she was not working in a zoological park, game or nature farm in these positions. Nonetheless, the prior certification has resulted in an exhausted list. The appellant is still serving as a temporary appointee and she has accrued at least an additional six months of full-time experience since the January 2017 closing date. Based on the particular circumstances presented, good cause has been established to relax the provisions of *N.J.A.C.* 4A:4-2.3(b) to accept the appellant's additional experience beyond the closing date and admit her to the examination for prospective appointment consideration.

## **ORDER**

Therefore, it is ordered that this appeal be granted, and the appellant'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 COMMISION THE 6th DAY OF SEPTEMBER, 2017

Robert M. Czech Chairperson Civil Service Commission Inquiries and Correspondence Christopher S. Myers
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: Amanda Foster Elizabeth Bozzelli Kelly Glenn Records Center



# Job Announcements

Symbol: C0012V Title: ANIMAL KEEPER

Issue Date: 12/16/2016

Jurisdiction: CAPE MAY COUNTY

Num. of Positions: 1

Application Fee: \$25.00

Closing Date: 01/06/2017

Salary: \$13.22 - \$24.33 Per Hour

Workweek: 28 Hours per week

#### **OPEN TO RESIDENTS OF:**

Cape May County

### **REQUIREMENTS:**

**EXPERIENCE:** One (1) year of experience in the care and feeding of non-domesticated animals in a zoological park, game, or nature farm or other animal sanctuary.

**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.

**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: <a href="mailto:OAS.support@csc.nj.gov">OAS.support@csc.nj.gov</a> 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.
- 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.
- Effective September 1, 2011, the New Jersey First residency law was enacted. Please click here for additional information.
- 6. 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). Those claiming Veteran's Preference but have not yet received approval from DMAVA must pay the full application fee and may request a refund if the claim is approved at least 8 days prior to the issuance of the eligibility list. Please note this reduced fee does not apply to Public Safety titles.
- 7. Application fees submitted via personal check or money order must be postmarked within five (5) business days of submitting your application. If your fee is postmarked after five (5) business days, or is returned as invalid, you will be declared ineligible and denied admittance to the examination process.

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