



**STATE OF NEW JERSEY**

**FINAL ADMINISTRATIVE ACTION  
OF THE  
CIVIL SERVICE COMMISSION**

In the Matter of Adrienne Brown,  
Technical Assistant Classification  
(PS6913I), Department of Corrections

Examination Appeal

CSC Docket No. 2019-1030

**ISSUED:** November 21, 2018 (RE)

Adrienne Brown appeals the determination of the Division of Agency Services (Agency Services) which found that she did not meet the minimum requirements in experience for the promotional examination for Technical Assistant Classification (PS6913I), Department of Corrections.

The subject examination had a closing date of February 21, 2018 and was open to employees in the competitive division who had an aggregate of one year of continuous permanent service as of the closing date in the title Head Clerk and who met the open competitive requirements. These requirements included successful completion of 60 semester hour credits at an accredited college, if and one year of experience performing technical support work for an inmate classification program in a penal or correctional facility. Applicants who did not possess the required education could substitute experience as indicated on a year for year basis. As there were no admitted candidates, the examination was cancelled on October 19, 2018.

The appellant indicated that she possessed the required education, and she listed six positions on her application and resume: provisional Technical Assistant Classification, Head Clerk, Principal Clerk Typist, Program Associate with the Georgia Department of Human Resources, Principal Clerk Typist with the New Jersey Department of Education, and Senior Data Entry Clerk. The appellant was credited with six months of experience in her provisional position, and she was found to be lacking six months of applicable experience. On appeal, the appellant states that she is a provisional in the subject title.

## CONCLUSION

*N.J.A.C.* 4A:4-2.6(a) provides that applicants shall meet all requirements specified in the promotional examination announcement by the closing date. *N.J.A.C.* 4A:1-1.2(c) states that the Commission may relax a rule for good cause in particular situations, on notice to affected parties, in order to effectuate the purposes of Title 11A, New Jersey Statutes.

A review of the appellant's application reveals that the decision by Agency Services, denying the appellant's admittance to the subject examination since she does not possess the required experience, was correct. She received credit for her experience as a provisional in the subject title. However, she could not receive credit for her remaining experience, as the experience was not gained in a penal or correctional facility, or the primary focus of the position did not match the announced experience requirement. Nonetheless, the examination was cancelled, the appellant is still serving as a provisional appointee, and she has accrued at least an additional six months of full-time experience since the February 2018 closing date. Based on the circumstances presented, good cause has been established to relax the provisions of *N.J.A.C.* 4A:4-2.6(a) 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, the cancellation be rescinded, 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 COMMISSION ON  
THE 21<sup>st</sup> DAY OF NOVEMBER, 2018



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