



STATE OF NEW JERSEY

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

In the Matter of Cheryl Thompson,
Secretarial Assistant 2, Non-
Stenographic (PS7288H), Ann Klein
Forensic Center

Examination Appeal

CSC Docket No. 2018-3663

ISSUED: AUGUST 17, 2018 (SLK)

Cheryl Thompson appeals the determination of the Division of Agency Services (Agency Services) that she did not meet the experience requirements for the promotional examination for Secretarial Assistant 2, Non-Stenographic (PS7288H), Ann Klein Forensic Center.

The examination at issue was announced with specific requirements that had to be met as of the April 23, 2018 closing date. The experience requirements were four years of experience in secretarial and administrative clerical work. A total of five employees applied for the subject examination which resulted in a list of three eligibles with an expiration date of August 8, 2021. It is noted that the subject list has not yet been certified.

Personnel records indicate that the appellant was provisionally serving in the subject title from October 2017 to the April 23, 2018 closing date, a Head Procurement Clerk from September 2015 to October 2017, a Principal Stock Clerk from January 2015 to September 2015, a Storekeeper 2 from June 2012 to January 2015, an Assistant Storekeeper from March 2011 to June 2012, a Storekeeper 2 April 2010 to March 2011, a Senior Building Maintenance Worker from October 2008 to April 2010 and an Institutional/Building Support Services IFPTE from April 2008 to October 2008. She also indicated on her application that she was an Inventory Control Supervisor for Melcor Electronics Corporation from September 1984 to June 2007. Agency Services credited the appellant with seven months of

experience based on her provisional service in the subject title, but determined that she lacked three years and five months of experience.

On appeal, the appellant clarifies her experience by describing how she performed secretarial and administrative clerical duties while working for Melcor Electronics Corporation for over 20 years. Additionally, she submits a letter from the Deputy Chief Executive Officer (Deputy CEO) who confirms that the appellant, while serving as a Storekeeper 2, performed secretarial duties for the Deputy CEO from April 2010 to September 2011 while her secretary was on leave. Additionally, the appellant indicates that she has been the Deputy CEO's secretary since September 2017 while provisionally serving 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 announcement by the closing date.

Under *N.J.A.C.* 4A:4-2.1(g), the Civil Service Commission (Commission) can accept clarifying information in eligibility appeals. However, *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 position 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. Thus, the Commission can only consider information provided on appeal regarding the positions listed on the appellant's original application. *See In the Matter of Diana Begley* (MSB, decided November 17, 2004).

The Commission finds that in addition to performing the required duties while serving provisionally in the subject title, the appellant has sufficiently clarified that she performed the required duties for over 20 years while working for Melcor Electronics Corporation.

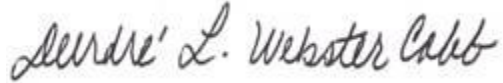
The Commission cautions the appellant that, in the future, she should ensure that any application is fully and completely filled out as her failure to do so will be cause for rejection from the selection process.

ORDER

Therefore, it is ordered that this appeal be granted, and Cheryl Thompson's applications be processed for prospective employment opportunities only.

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 15th DAY OF AUGUST, 2018



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