



STATE OF NEW JERSEY

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

In the Matter of Thomas Ayars,
Librarian 2 (PC2454W),
Cumberland County

CSC Docket No. 2019-1562

Examination Appeal

ISSUED: February 11, 2019 (RE)

Thomas Ayars appeals the determination of the Division of Agency Services (Agency Services) which found that he did not meet the experience requirements for the promotional examination for Librarian 2 (PC2454W), Cumberland County.

The subject examination announcement was issued with a closing date of September 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 Librarian 1 and who met the announced experience requirements. These requirements included graduation from an accredited college or university with a Master's degree in Library or Information Science in a library program accredited by the American Library Association or from a New Jersey College Master's Program in Library Science that has been deemed acceptable by Thomas Edison State University, one year of librarian experience, and a valid New Jersey license as a Professional Librarian issued by Thomas Edison State University. The appellant was found to be below the minimum requirements in experience. No applicants were admitted to the examination, which was cancelled on December 14, 2018.

The appellant listed one position on his application, Librarian 2 for which he received three months of credit. He was found to be lacking nine months of librarian experience. It is noted that official records indicate that he was a Library Assistant from May 1996 to January 2007, a Library Associate from January 2007 to January 2008, and Librarian 1 from January 2008 to June 2018, and was serving provisionally in the title under test from July 2018 to the closing date.

On appeal, the appellant states that he has been a Librarian 1 since 2008 and that he might have had some confusion in filling out his application. In support, the Library Director verifies that he has been a Librarian 1 since 2008.

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.

Initially, Agency Services correctly found the appellant to be ineligible for the subject examination since, according to his application, he lacked the required experience. The online application process is automated and provides instructions to candidates on how to properly complete their applications. Also, the application states that, by clicking “yes,” the applicant certified that the employment history was complete and accurate. The On-Line Application System User’s Guide cautions applicants to carefully review the application to ensure that it is complete and accurate before submitting, and to complete the application in detail. It states that failure to complete the application properly may cause the applicant to be declared ineligible. The instructions under the experience portion of the applications advise applicants to provide **all** employment information (not just current employment information), and if they have multiple positions, they need to make sure that they provide each one separately. The appellant should follow these instructions and properly complete any future applications for examinations.

In the instant matter, while the appellant’s Librarian 1 position was not listed on his application, the examination was cancelled, and the appellant clearly possesses one year of librarian experience. As such, good cause exists to relax the provisions *N.J.A.C.* 4A:4-2.6(a) and admit the appellant to the examination.

ORDER

Therefore, it is ordered that this appeal be granted, the cancellation of the examination be rescinded, and the appellant’s application be processed as soon as possible.

This 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 FEBRUARY, 2019



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