



**STATE OF NEW JERSEY**

In the Matter of Terry Allen,  
Supervisor of Operations (PS7315I),  
Department of Corrections

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

CSC Docket No. 2022-1526

Examination Appeal

**ISSUED: May 2, 2022 (HS)**

Terry Allen requests permission to submit a late application for the promotional examination for Supervisor of Operations (PS7315I), Department of Corrections.

The announcement for the subject examination issued on December 1, 2021 with a closing date of December 21, 2021 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 any competitive title and possessed a Bachelor's degree and four years of experience in the review and evaluation of operational methods, the planning and scheduling of workflow in a high production, high volume unit responsible for the processing of various revenue generating or financial documents or other transactions, one year of which shall have been in a supervisory capacity. Applicants who did not possess the required education could substitute, in addition to the required experience, applicable experience on a year-for-year basis, with 30 semester hour credits being equal to one year of experience. There are two applicants for the examination. The Online Application System (OAS) indicates that as of December 16, 2021, the appellant's application was pending as the payment selection was not completed.

On appeal to the Civil Service Commission (Commission), the appellant states that there was an error at some point in the credit card payment process on December 16, 2021 and that he mailed a \$25 check for the application processing fee on December 17, 2021. In support, the appellant submits a postal tracking report, which

reflects that the appellant mailed an item to this agency's physical address on December 17, 2021; the item was delivered and left with an individual on December 22, 2021; and an individual signed for the item. The appellant also submits an affidavit in which he attests that he mailed a \$25 check on December 17, 2021.<sup>1</sup>

## CONCLUSION

*N.J.A.C. 4A:4-2.1(e)* provides, in pertinent part, that unless otherwise provided for by this agency, applications for promotional examinations shall be submitted no later than 4:00 P.M. on the announced application filing date.

In this matter, the appellant did not submit an application by the closing date for the subject examination. However, in this specific instance, the Commission finds that there is good cause to allow the appellant to submit a late application for the subject examination. Specifically, the record reflects that on December 16, 2021, the appellant was in the OAS attempting to complete payment for his application by credit card. Further, he attests via affidavit that he mailed a \$25 check the very next day, December 17, 2021. For reasons not entirely clear, the check was never received by any appropriate party within this agency, and there is no evidence that it was cashed. The Commission emphasizes that the dual purpose of the Civil Service system is to ensure efficient public service for State and local governments and to provide appointment and advancement opportunities to Civil Service employees based on their merit and abilities. These interests are best served when more, rather than fewer, individuals are presented with employment opportunities. *See Communications Workers of America v. New Jersey Department of Personnel*, 154 N.J. 121 (1998). However, the Commission notes that the appellant's remedy is based on the particular circumstances of this matter.

## ORDER

Therefore, it is ordered that Terry Allen be permitted to submit an application for Supervisor of Operations (PS7315I), Department of Corrections. It is further ordered that Allen submit the attached promotional examination application and the \$25.00 application processing fee to the Division of Agency Services. The application and processing fee must be postmarked no later than 15 days from the issuance date of this decision. Upon receipt of the application and processing fee, it is ordered that his application be processed. Finally, if Allen's application and the required payment are not postmarked on or before the 15th day after the issuance date of this decision, he will not be entitled to have an application for the subject examination processed.

This is the final administrative determination in this matter. Any further review should be pursued in a judicial forum.

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<sup>1</sup> There is no evidence in the record that the check reached any appropriate party within this agency or that the check was cashed.

DECISION RENDERED BY THE  
CIVIL SERVICE COMMISSION ON  
THE 27<sup>TH</sup> DAY OF APRIL 2022

*Deirdre L. Webster Cobb*

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Deirdré L. Webster Cobb  
Chairperson  
Civil Service Commission

Inquiries  
and  
Correspondence

Allison Chris 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: Terry Allen  
Jennifer Caignon  
Division of Agency Services  
Records Center

# APPLICATION FOR PROMOTIONAL EXAMINATION

## NEW JERSEY CIVIL SERVICE COMMISSION — STATE SERVICE

**\$ 25.00 FEE REQUIRED**  
**Make Check/Money Order Payable to NJCSC**  
**FOR COMMISSION USE ONLY**

**INSTRUCTIONS:** Please print or type. Answer all pertinent questions and ensure that all information is accurate and complete. Sign your name in Block 12. **NOTE:** No additional information may be accepted after the last date for filing applications has passed. **If you change your address, you must notify the Civil Service Commission immediately in writing.**  
**Return your completed application to your Personnel Office no later than the last date for filing listed on the announcement.**

| FOR COMMISSION USE ONLY                |                                     |                                 |
|--|-------------------------------------|---------------------------------|
| <b>STATUS:</b><br><input type="text"/> | <b>PAR:</b><br><input type="text"/> |                                 |
| <b>SEN:</b><br><input type="text"/>    | <b>UE:</b><br><input type="text"/>  | <b>REV</b><br><br><b>NO REV</b> |

|  |                    |
|--|--------------------|
| <b>2. Social Security Number:</b><br><br>* (see block 11 for additional information)   | <b>3. Symbol :</b> |
| <b>4. Name &amp; Address:</b><br><br>Last: _____ First: _____ M.I. _____<br><br>Street: _____<br><br>City: _____ State: _____ Zip Code: _____<br><br>E-mail address: _____<br><br>Daytime _____<br>County: _____ Telephone: _____<br><span style="float: right;">(Area Code) - Number</span> |                    |

**1. Title of Promotion:**

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Note: Applications must be postmarked by

### 5. BACKGROUND DATA

**5a. Education** (Indicate the highest level Diploma or Degree you have earned):

|   |   |  |
|---|---|--|
| <input type="checkbox"/> High School Diploma or GED     | <input type="checkbox"/> (A) Associate's Degree | <input type="checkbox"/> (M) Master's Degree |
| <input type="checkbox"/> (S) Some College but No Degree | <input type="checkbox"/> (B) Bachelor's Degree  | <input type="checkbox"/> (D) Doctorate       |

**5b. Completion of this part is VOLUNTARY and is to be used only for complying with EEOC Guidelines and the New Jersey State Affirmative Action Program.**

**Gender:**  (1) Male  (2) Female

**Check the group you are a member of:**

(1) Black  (2) White  (3) Hispanic  (4) Asian  (5) American Indian or Alaskan Native

**6. Check the county in which you prefer to take the examination.**  
 (Check one box only)

|                                       |                                       |                                     |
|---------------------------------------|---------------------------------------|-------------------------------------|
| <input type="checkbox"/> (1) Camden   | <input type="checkbox"/> (2) Mercer   | <input type="checkbox"/> (3) Essex  |
| <input type="checkbox"/> (4) Monmouth | <input type="checkbox"/> (6) Atlantic | <input type="checkbox"/> (7) Bergen |

**7. Are you claiming veterans preference?**  YES  NO

Check **YES** if you are claiming veterans preference for this examination. If you have established veterans preference since April 1, 1980, no further action is needed. Otherwise, complete a veterans preference claim form and include the required documents. Claim forms are available on our web site at [www.state.nj.us/csc](http://www.state.nj.us/csc) and at our office at 44 S. Clinton Avenue, Trenton, NJ. Completed forms should be mailed to the Department of Military and Veterans' Affairs (DMAVA). For more information, visit their web site at [www.state.nj.us/military](http://www.state.nj.us/military) or contact them at 1-888-865-8387.

**Note:** In accordance with Public Law 2010 c.26, Veterans pay a reduced **application fee of \$15.00** if they have previously established Veterans Preference with the DMAVA (as defined by N.J.S.A. 11A:5-1 et seq.), or your claim is approved by DMAVA at least 8 days prior to the issuance of this eligibility list.

**8. ADA Assistance:** Check the box if you would like to be contacted regarding auxiliary aid or reasonable accommodation in taking this examination in accordance with the Americans with Disabilities Act.

**9. Check the county(s) in which you will accept employment.** Please note: Not all promotional lists can be used in all geographic locations. If you have any questions regarding this, contact your Personnel Office.

|   |   |  |  |                                       |   |                                     |
|---|---|--|--|---------------------------------------|---|-------------------------------------|
| <input type="checkbox"/> (A) Atlantic   | <input type="checkbox"/> (C) Burlington | <input type="checkbox"/> (B) Bergen    | <input type="checkbox"/> (D) Camden    | <input type="checkbox"/> (E) Cape May | <input type="checkbox"/> (F) Cumberland | <input type="checkbox"/> (G) Essex  |
| <input type="checkbox"/> (H) Gloucester | <input type="checkbox"/> (J) Hudson     | <input type="checkbox"/> (K) Hunterdon | <input type="checkbox"/> (M) Middlesex | <input type="checkbox"/> (N) Monmouth | <input type="checkbox"/> (L) Mercer     | <input type="checkbox"/> (P) Morris |
| <input type="checkbox"/> (Q) Ocean      | <input type="checkbox"/> (R) Passaic    | <input type="checkbox"/> (S) Salem     | <input type="checkbox"/> (T) Somerset  | <input type="checkbox"/> (U) Sussex   | <input type="checkbox"/> (V) Union      | <input type="checkbox"/> (W) Warren |

**10. Present Permanent Title & Appointment Date:**

\_\_\_\_\_

**Name & Title of Immediate Supervisor:**

\_\_\_\_\_

**Telephone Number & Email Address of Immediate Supervisor:**

\_\_\_\_\_

**\* 11. Your Social Security number will be kept confidential and used as your applicant I.D. number to identify and track all of your records and transactions associated with the application and testing process. Collecting this data is permissible under NJSA 11A:4-1, but its submission is voluntary. If you do not provide the number, a unique number will be assigned to you. However, once assigned, you will be responsible for remembering it for any inquiries you may have concerning your application or testing process.**

**12. Signature:** I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I understand that if my application is incomplete, it may be rejected. (WARNING: The Civil Service Commission may refuse to examine, or certify after examination, any applicant who makes a false statement of any material fact per NJAC 4A:4-6.2)

**FOR CSC ONLY**

**Title of Promotion:** \_\_\_\_\_ **Symbol:** \_\_\_\_\_ **SS#:** \_\_\_\_\_

**13. Educational Section - College And Graduate School** - List any colleges, universities, and graduate schools you have attended. If it is required in the job announcement, be sure to attach a copy of your transcript or a list of courses, course descriptions, and credits completed. Foreign degrees/transcripts must be evaluated by a recognized evaluation service.

| What is the name and location of the college(s) you attended? | What yrs. did you attend? | What was your major course of study? | What type of degree did you earn? | Did you graduate?                                     | If NO, when will you graduate? | Number of credits earned |
|---|---------------------------|--------------------------------------|-----------------------------------|---|--------------------------------|--------------------------|
|   | From: _____<br>To: _____  |                                      |                                   | <input type="checkbox"/> Y <input type="checkbox"/> N | _____<br>Month / Year          |                          |
|   | From: _____<br>To: _____  |                                      |                                   | <input type="checkbox"/> Y <input type="checkbox"/> N | _____<br>Month / Year          |                          |

**14. Other Schools or Training Courses** - Include business, vocational, technical, or military schools you have attended, as well as any training courses that are **related** to the title for which you are applying. If it is not a full-time curriculum, be specific as to the number of hours attended.

| What is the name & location of school/facility where course(s)/training was held? | What classes did you take? | What were the dates you attended?        | How many hours per week did you attend? | Did you complete the program?                         |
|---|----------------------------|--|---|---|
|   |                            | _____<br>Month/Yr. TO _____<br>Month/Yr. |   | <input type="checkbox"/> Y <input type="checkbox"/> N |
|   |                            | _____<br>Month/Yr. TO _____<br>Month/Yr. |   | <input type="checkbox"/> Y <input type="checkbox"/> N |

**15. Use this space to describe any internships, licenses, certifications or registrations that you possess which are related to the position for which you are applying.**

|   |  |
|---|--|
| <p><b>A. What type of license(s), certification(s), and/or registration(s) do you hold?</b></p> <p>In which state(s) do you hold the license(s), certification(s), and/or registration(s)? _____</p> <p><b>B. What was the original issue date of the license(s), certification(s), and/or registration(s)?</b></p> <p>What is the date of your current license(s), certification(s), and/or registration(s)? _____</p> | <p><b>C. What type of internship(s) have you completed?</b></p> <p>Where was the internship(s) completed? _____</p> <p>What were the dates of the internship(s)? _____</p> <p>How many hours per week did you take part in the internship? _____</p> <p>Was it part of a college curriculum? <input type="checkbox"/> Y <input type="checkbox"/> N</p> <p><b>D. Certified Public Manager's Program</b></p> <p>Level 1 - 3 Completed ▶ _____<br/>Month/Year</p> <p>Level 4 - 6 Completed ▶ _____<br/>Month/Year</p> |
|---|--|

**16. Employment Record** - If you do not properly complete your application you may be declared ineligible or you may not receive proper credit for scoring purposes. 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. 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. If more space is needed, attach separate sheets.

|   |  |   |
|---|--|---|
| <p><b>A What is the name and address of your current employer?</b></p> <p>What dates have you been employed in this position?<br/>From _____ To _____<br/>Month/Year Month/Year</p> | <p><b>What is your title in this position?</b></p> <p>Is this position:<br/><input type="checkbox"/> FULL TIME?<br/><input type="checkbox"/> PART TIME?<br/>(Average No. hrs. per wk.) _____</p> <p>How many staff members do you supervise?<br/>Professional Staff _____<br/>Support Staff _____</p>    | <p>List the major duties you perform in this position in order of importance.</p> |
| <p><b>B What was the name and address of your previous employer?</b></p> <p>What dates were you employed in this position?<br/>From _____ To _____<br/>Month/Year Month/Year</p>    | <p><b>What was your title in this position?</b></p> <p>Was this position:<br/><input type="checkbox"/> FULL TIME?<br/><input type="checkbox"/> PART TIME?<br/>(Average No. hrs. per wk.) _____</p> <p>How many staff members did you supervise?<br/>Professional Staff _____<br/>Support Staff _____</p> | <p>List the major duties you perform in this position in order of importance.</p> |
| <p><b>C What was the name and address of your previous employer?</b></p> <p>What dates were you employed in this position?<br/>From _____ To _____<br/>Month/Year Month/Year</p>    | <p><b>What was your title in this position?</b></p> <p>Was this position:<br/><input type="checkbox"/> FULL TIME?<br/><input type="checkbox"/> PART TIME?<br/>(Average No. hrs. per wk.) _____</p> <p>How many staff members did you supervise?<br/>Professional Staff _____<br/>Support Staff _____</p> | <p>List the major duties you perform in this position in order of importance.</p> |