



STATE OF NEW JERSEY

In the Matter of LeCora Moten,
Personnel Assistant 2 (PS7720L),
Department of Banking and
Insurance

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

CSC Docket No. 2022-2461

Examination Appeal

ISSUED: May 2, 2022 (HS)

LeCora Moten requests that her application processing fee for the promotional examination for Personnel Assistant 2 (PS7720L), Department of Banking and Insurance be accepted.

As background, the announcement for the subject examination issued on January 1, 2022 with a closing date of January 21, 2022. Due apparently to technical issues with submitting an application online, the Division of Agency Services permitted the appellant to file a paper application. However, the appellant was deemed ineligible because she had failed to provide the required application processing fee with her paper application. There are four applicants, including the appellant, for the examination.

In her appeal to the Civil Service Commission (Commission), postmarked March 29, 2022, the appellant explains that in her effort to gather and send her application and transcripts in a timely manner, she mistakenly forgot to include the application processing fee. The appellant submits a \$25 cashier's check bearing a printed date of February 8, 2022 and requests that it be accepted.

CONCLUSION

N.J.A.C. 4A:4-2.17(c) provides, in pertinent part, that applications received without a fee shall not be processed unless the applicant submits, within the time required by written notice from this agency, the required fee.

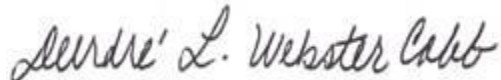
In this matter, the appellant filed a paper application for the subject examination but failed to include the application processing fee. However, in this instance, the Commission finds that there is good cause to accept the appellant's payment, which she provides on appeal. Specifically, the appellant has not provided a handwritten personal check but rather has provided a cashier's check that bears a *printed* date of February 8, 2022, which is well before the date the appellant filed the instant appeal. This corroborates the appellant's claim that she simply forgot to include the check when she sent her paper application. The appellant should not be denied a promotional opportunity on the basis of such a mere mistake, especially after she had apparently already experienced technical difficulties submitting her application online and been permitted to file a paper application. In this regard, 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 this appeal be granted, LeCora Moten's \$25 payment for her examination be accepted, and her application be processed for prospective employment opportunities.

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 27TH DAY OF APRIL 2022



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