



## STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION  
OF THE  
CIVIL SERVICE COMMISSION

In the Matter of Carolina Suarez,  
Human Services Specialist 3,  
Bilingual in Spanish and English  
(PC4501C), Bergen County

Examination Appeal

CSC Docket No. 2022-716

ISSUED: MAY 23, 2022 (RE)

Carolina Suarez requests to file a late application for the Human Services Specialist 3, Bilingual in Spanish and English (PC4501C), Bergen County promotional examination.

The subject examination was announced on September 1, 2021, and closed on September 21, 2021. The announcement instructed candidates that online applications must be completed and submitted by the application deadline date, and it provided information regarding customer care and technical support, including asking candidates to please file early. Three candidates appear on the eligible list, which has not yet been certified.

The petitioner explains that she attempted to apply for the subject examination, but inadvertently application for Human Services Specialist 3 (PC4500C), Bergen County. That examination was administered March 31, 2022, and the petitioner took it and passed with a final average of 75.130 and a rank of 21.

### CONCLUSION

*N.J.A.C.* 4A:4-2.1(e) provides, in pertinent part, that applications for open competitive and promotional examinations should be filed no later than the announced filing date for filing applications. *N.J.A.C.* 4A:l-1.2(c) provides that the Civil Service Commission (Commission) may relax a rule for good cause to effectuate the purpose of Title l1A, New Jersey Statutes.

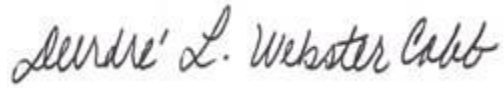
The petitioner was not admitted to the subject examination since she did not complete the filing of an application by 4:00 p.m. on the September 21, 2021, closing date. However, the petitioner filed for the non-variant title, was admitted, and took that examination. The petitioner simply started the filing process and simply erred in filing for an incorrect examination, but successfully filed for the examination for Human Services Specialist 3 (PC4500C), Bergen County. The Commission notes 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). Further, it would be inequitable to prohibit the petitioner from applying for such a promotional opportunity for the life of the subject list based on her technical difficulties. Therefore, the Commission finds that there is good cause to relax N.J.A.C. 4A:4-2.1(e) and to allow the petitioner to submit her application and application fee after the closing deadline. Finally, as this remedy is limited to the unique circumstances of this matter, it does not provide a precedent in any other matter.

### ORDER

Therefore, it is ordered that this request be granted, and the petitioner be permitted to submit an application for the Human Services Specialist 3, Bilingual in Spanish and English, Bergen County. It is further ordered that the petitioner submit a 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 her application be processed. If the petitioner's application and the required payment are not postmarked on or before the 15<sup>th</sup> day after the issuance date of this decision, she will not be entitled to have her application reviewed.

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 18<sup>TH</sup> DAY OF MAY, 2022



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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  
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c: Carolina Suarez  
Division of Test Development and Analytics  
Division of Agency Services  
Records Center

APPLICATION FOR PROMOTIONAL EXAMINATION  
NEW JERSEY CIVIL SERVICE COMMISSION —County and Municipal Government

\$ 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 11. **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 no later than the last date for filing listed on the announcement to: NJ CSC, 44 S. Clinton Ave. PO Box 322, Trenton, N.J. 08625-0322**

<b>FOR COMMISSION USE ONLY</b>			<b>2. Social Security Number:</b>	<b>3. Symbol:</b>
<b>STATUS:</b> <div></div>			<b>*</b> (see block 10 for additional information)	
<b>SEN:</b> <div></div>	<b>UE:</b> <div></div>	<b>REV</b>	<b>4. Name &amp; Address:</b>	
		<b>NO REV</b>	Last: _____ First: _____ M.I. _____	
			Street: _____	
			City: _____ State: _____ Zip Code: _____	
			E-mail address: _____	
			County: _____ Daytime _____	
			Telephone: _____ (Area Code) - Number	
<b>1. Title of Promotion:</b>				
Note: Applications must be postmarked by				

5. BACKGROUND DATA

<b>5a. Education</b> (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
<b>5b.</b> Completion of this part is <i>VOLUNTARY</i> and is to be used only for complying with EEOC Guidelines and the New Jersey State Affirmative Action Program.		
<b>Gender:</b> <input type="checkbox"/> (1) Male <input type="checkbox"/> (2) Female	<b>Check the group you are a member of:</b>	
	<input type="checkbox"/> (1) Black <input type="checkbox"/> (2) White <input type="checkbox"/> (3) Hispanic <input type="checkbox"/> (4) Asian <input type="checkbox"/> (5) American Indian or Alaskan Native	
<b>6. Check the county in which you prefer to take the examination.</b> (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
<b>8. ADA Assistance:</b> Check the box if you would like to		
<input type="checkbox"/> be contacted regarding auxiliary aid or reasonable accommodation in taking this examination in accordance with the Americans with Disabilities Act.		
<b>7. Are you claiming veterans preference?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO		
Check <b>YES</b> 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 <a href="http://www.state.nj.us/csc">www.state.nj.us/csc</a> 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 <a href="http://www.state.nj.us/military">www.state.nj.us/military</a> or contact them at 1-888-865-8387. Note: In accordance with Public Law 2010 c.26, Veterans pay a reduced <b>application fee of \$15.00</b> 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.		

<b>9. Present Permanent Title &amp; Appointment Date:</b>	<b>* 10.</b> 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.
<b>Name &amp; Title of Immediate Supervisor:</b>	
<b>Telephone Number &amp; Email Address of Immediate Supervisor:</b>	

**11. 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

**NOTE:** Your application may be released to the Appointing Authority for the purpose of verifying information with regard to your qualifications.

Signature..... Date.....

<b>Title of Promotion:</b>		<b>Symbol:</b>		<b>SS#:</b>	
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**12. 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: _____ To: _____			<input type="checkbox"/> Y <input type="checkbox"/> N	_____ Month / Year	
	From: _____ To: _____			<input type="checkbox"/> Y <input type="checkbox"/> N	_____ Month / Year	

**13. 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?
		_____ Month/Yr. TO _____ Month/Yr.		<input type="checkbox"/> Y <input type="checkbox"/> N
		_____ Month/Yr. TO _____ Month/Yr.		<input type="checkbox"/> Y <input type="checkbox"/> N

**14. 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>_____</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>_____</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   ▶   _____ Month/Year</p> <p>Level 4 - 6 Completed   ▶   _____ Month/Year</p>
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**15. 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>_____</p> <p>What dates have you been employed in this position? From _____ To _____ Month/Year Month/Year</p>	<p><b>What is your title in this position?</b></p> <p>_____</p> <p>Is this position: <input type="checkbox"/> FULL TIME? <input type="checkbox"/> PART TIME? (Average No. hrs. per wk.) _____</p> <p>How many staff members do you supervise? Professional Staff _____ Support Staff _____</p>	<p>List the major duties you perform in this position in order of importance.</p> <p>_____</p>
<p><b>B What was the name and address of your previous employer?</b></p> <p>_____</p> <p>What dates were you employed in this position? From _____ To _____ Month/Year Month/Year</p>	<p><b>What was your title in this position?</b></p> <p>_____</p> <p>Was this position: <input type="checkbox"/> FULL TIME? <input type="checkbox"/> PART TIME? (Average No. hrs. per wk.) _____</p> <p>How many staff members did you supervise? Professional Staff _____ Support Staff _____</p>	<p>List the major duties you perform in this position in order of importance.</p> <p>_____</p>
<p><b>C What was the name and address of your previous employer?</b></p> <p>_____</p> <p>What dates were you employed in this position? From _____ To _____ Month/Year Month/Year</p>	<p><b>What was your title in this position?</b></p> <p>_____</p> <p>Was this position: <input type="checkbox"/> FULL TIME? <input type="checkbox"/> PART TIME? (Average No. hrs. per wk.) _____</p> <p>How many staff members did you supervise? Professional Staff _____ Support Staff _____</p>	<p>List the major duties you perform in this position in order of importance.</p> <p>_____</p>