

Information Specialist 2 that provided details of her prior work experience. The appellant contends that, since this agency already has information pertaining to her prior work experience that she provided on the prior applications, such information should now be used to qualify her for the subject examination. In support, the appellant provides a copy of her resume on appeal.

CONCLUSION

N.J.A.C. 4A:4-2.3(b) provides that applicants shall meet all requirements specified in the open competitive examination by the closing date. *N.J.A.C.* 4A:4-2.1(f) provides that examination applications may only be amended prior to the filing date.

In the instant matter, Agency Services correctly determined that the appellant is not eligible for the subject examination. With respect to the appellant's assertions that she was unable to attach her resume to the application for the subject examination, under the important information section on the application, it is clearly indicated that if you are having difficulty submitting your application online, technical support and customer care are available during regular business hours 8:00 a.m. to 4:00 p.m. EST, Monday – Friday, excluding holidays and closings, via e-mail or phone. Although the appellant argues on appeal that she was unable to attach her resume to the subject application, the record does not reflect that she provided any substantive information to show that she contacted this agency prior to the September 21, 2021 closing date regarding such technical issues. Contacting this agency prior to the announced closing date would have provided her with the opportunity to provide her resume. Since the appellant did not provide any substantive evidence to show that she contacted this agency or provided her resume to this agency prior to the September 2021 closing date, she cannot now argue that such technical issues should warrant the acceptance of her resume and prior work experience on appeal. Additionally, *N.J.A.C.* 4A:4-2.1(f) specifically states the application may only be amended prior to the announced closing date. As such, the appellant's resume cannot now be accepted, as it would constitute an impermissible amendment of the subject application. Moreover, there is no basis to relax the provisions of *N.J.A.C.* 4A:4-2.3(b) and *N.J.A.C.* 4A:4-2.1(f) and accept her amended application since the eligible list is complete.

With respect to the appellant's arguments that this agency already had her prior work experience on file, as she submitted a prior application to this agency for Customer Service Information Specialist 2, such information is of no moment. Applications are used to verify specific experience with respect to the requirements listed in particular announcements, in order to determine eligibility. In this regard, the appellant's prior application for Customer Service Information Specialist 2 contained specific information pertaining to that particular announcement, which cannot now be relied upon to determine eligibility in this matter. As indicated in

the announcement, an applicant must complete their application in detail. It was the appellant's responsibility to list her prior work experience on the current application in order to determine if she met the subject requirements.

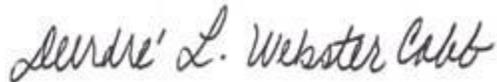
Accordingly, Agency Services correctly determined that the appellant was ineligible for the examination and the appellant has failed to support her burden of proof in this matter.

ORDER

Therefore, it is ordered that this appeal be denied.

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 18TH DAY OF MAY, 2022



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