



STATE OF NEW JERSEY

In the Matter of Mara Oliva,
Program Coordinator Mental Health
(PS7429H), Department of Health

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

CSC Docket No. 2022-2561

Administrative Appeal

ISSUED: JUNE 20, 2022 (VJ)

The Department of Health, Ann Klein Forensic Center requests that Program Coordinator Mental Health (PS7429H) eligible list be revived to effectuate the permanent appointment of Mara Oliva to the title of Program Coordinator Mental Health, effective July 3, 2021.

By way of background, the examination for Program Coordinator Mental Health (PS7429H) was announced with a closing date of May 21, 2018. The resulting eligible list of two names, including Oliva as the second ranked non-veteran eligible promulgated on November 1, 2018 and expired on October 31, 2021. Thereafter, a certification dated February 21, 2020 was issued, containing both names. The appointing authority returned the certification appointing the first ranked eligible, effective May 9, 2020, and retaining Oliva’s name as interested.

In the instant matter, the appointing authority requests that Oliva receive a retroactive regular appointment to the subject title, effective July 3, 2021. Specifically, the appointing authority maintains that Ms. Oliva was selected to fill a vacancy and was provisionally appointed effective, July 3, 2021. The appointing authority asserts that it mistakenly appointed Ms. Oliva provisionally pending promotional examination procedures, instead of appointing her from the subject eligible list which had not yet expired. Finally, the appointing authority notes that Ms. Oliva did not serve a working test period.

Agency Services indicates that it supports the appointing authority's request.

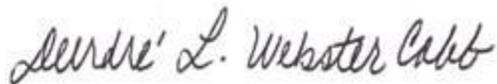
CONCLUSION

N.J.S.A. 11A:4-6 and *N.J.A.C.* 4A:4-3.3(b)1 provide that an eligible list may, for good cause, be extended prior to its expiration date, except no list shall have a duration of more than four years. In addition, *N.J.S.A.* 11A:4-6 and *N.J.A.C.* 4A:4-3.4 provide that an eligible list may be revived in order to implement a court order or decision of the Civil Service Commission in the event of a successful appeal instituted during the life of a list, to correct an administrative error, or for other good cause. The record reveals that due to an oversight the appointing authority appointed Oliva provisionally to the title of Program Coordinator Mental Health, effective July 3, 2021. However, due to an administrative error, a certification was not issued from the PS7429H eligible list and the list expired on October 31, 2021. Therefore, based on the foregoing, ample cause exists to grant Oliva a retroactive date of permanent appointment to the title of Program Coordinator Mental Health. Accordingly, upon the successful completion of a current working test period, Oliva shall be provided with a retroactive regular appointment date of July 3, 2021.

ORDER

Therefore, it is ordered that this request be granted and upon successful completion of a current working test period the permanent appointment of Mara Oliva to the title of Program Coordinator Mental Health, be recorded as July 3, 2021.

DECISION RENDERED BY THE
CIVIL SERVICE COMMISSION ON
THE 15TH DAY OF JUNE 2022



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

c: Kristin Hunt
Division Agency Services
Records Center