



**STATE OF NEW JERSEY**

In the Matter of Maria Guisande,  
Principal Library Assistant  
(PC4130D), Atlantic County

CSC Docket No. 2022-3019

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

Examination Appeal

**ISSUED: JUNE 20, 2022 (SLK)**

Maria Guisande requests to file a late application for the promotional examination for Principal Library Assistant (PC4130D), Atlantic County.

The examination at issue was announced with requirements that had to be met as of the May 23, 2022, closing date. Agency records indicate that eight employees applied and were admitted to the subject examination. The method of testing has not yet been determined. Therefore, the list has not yet promulgated.

In the petitioner’s request, she presents that in past years, she has had a hard time submitting her application through the Online Application System (OAS). The petitioner indicates that she tried submitting her application many times, but was unsuccessful. She states that she called this agency for assistance and was advised to appeal. The petitioner presents that she has been working for the appointing authority since 2016 and is now a Senior Library Assistant. She indicates that she has family care taking responsibilities and other family challenges and asserts that the subject promotional opportunity would help herself and her family.

**CONCLUSION**

*N.J.A.C.* 4A:4-2.6(a)4 states that applicants for promotional examinations must meet all requirements by the announced closing date, including filing an application on or before the application filing date. *N.J.A.C.* 4A:4-2.1(e) states that

applications for open competitive and promotional examinations shall be submitted to the Civil Service Commission (Commission) no later than 4:00 p.m. on the announced application filing date. *N.J.A.C. 4A:4-6.3(b)* provides that the appellant has the burden of proof in examination appeals.

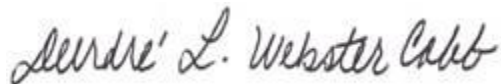
In this matter, a review of the OAS does not indicate any records that demonstrate that the petitioner started her application prior to 4:00 p.m. on the May 23, 2022, closing date. Further, a review of Information Center staff records does not indicate that the petitioner emailed or called for OAS assistance prior to 4:00 p.m. on the May 23, 2022, closing date. Therefore, as the petitioner has not provided any evidence that she started her application prior to the 4:00 p.m. on the May 23, 2022, closing date or that she attempted to seek OAS support by email or phone prior to 4:00 p.m. on the closing date, there is no basis grant her request.

### ORDER

Therefore, it is ordered that these requests 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 15<sup>TH</sup> DAY OF JUNE 2022




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Deirdré L. Webster Cobb  
Chairperson  
Civil Service Commission

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