



STATE OF NEW JERSEY

In the Matter of Administrative Clerk (C1093D), Passaic County Board of Social Services

FINAL ADMINISTRATIVE ACTION OF THE CIVIL SERVICE COMMISSION

CSC Docket No. 2024-259

Appointment Waiver

ISSUED: November 1, 2023 (AMR)

Passaic County Board of Social Services requests permission not to make an appointment from the February 27, 2023 certification for Administrative Clerk (C1093D), Passaic County Board of Social Services.

The record reveals that Passaic County Board of Social Services provisionally appointed April Carter, pending open competitive examination procedures, to the subject title effective June 7, 2021. An examination was announced with a closing date of August 22, 2022, that resulted in a list of 16 eligibles promulgating on February 23, 2023 and expiring on February 22, 2026. It is noted that Carter's provisional appointment was terminated effective May 30, 2023. Additionally, there are currently no employees serving provisionally pending open competitive examination procedures in the subject title with the appointing authority.

The appointing authority returned the subject certification and requested a waiver of the appointment requirement, confirming that Carter's provisional appointment was terminated effective May 30, 2023. Additionally, it asserted that it intends to utilize the subject eligible list before the February 22, 2026 expiration date.

The appointing authority's request for an appointment waiver was acknowledged, and it was advised that if its request were granted, it could be assessed for the costs of the selection process in the amount of \$2,048. Despite the

opportunity, the appointing authority did not provide any additional information for the Civil Service Commission (Commission) to review.

CONCLUSION

In accordance with *N.J.S.A.* 11A:4-5, once the examination process has been initiated due to the appointment of a provisional employee or due to an appointing authority's request to fill a vacancy, the appointing authority must make an appointment from the resulting eligible list if there are three or more interested and eligible candidates. The only exception to this mandate may be made for a valid reason such as fiscal constraints.

In the instant matter, the examination for the subject title was generated as a result of the provisional appointment of Carter. However, after a complete certification was issued, the appointing authority requested an appointment waiver, explaining that Carter's provisional appointment was terminated effective May 30, 2023. Thus, in conjunction with the fact that there are no provisionals currently serving, there is a sufficient justification for an appointment waiver.

Although an appointment waiver is granted in this matter, both *N.J.S.A.* 11A:4-5 and *N.J.A.C.* 4A:10-2.2(a)2 state that if an appointing authority receives permission not to make an appointment, it can be ordered to reimburse for the costs of the selection process. While administering examinations and providing the names of eligible job candidates to the jurisdictions under the Civil Service system are two of the primary activities of this agency, these costly efforts are thwarted when appointing authorities fail to utilize the resulting eligible lists to make appointments and candidates have needlessly expended their time, efforts and money to take these examinations in hopes of being considered for a permanent appointment. In this case, the Commission notes that the list in question will not expire until February 22, 2026. Further, the appointing authority has indicated that although an appointment will not be made at this time, it would like to reserve the right to utilize the list for future opportunities. Accordingly, under the particular circumstances of this matter, it would not be appropriate to assess the appointing authority for the costs of the selection process at this time. Nevertheless, in the event it fails to utilize the subject eligible list by its expiration date of February 22, 2026, this matter can be reviewed to ascertain whether an assessment for the costs of the selection process should be made.¹

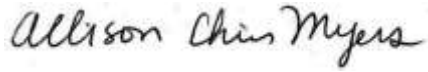
ORDER

Therefore, it is ordered that the request for the waiver of the appointment requirement be granted and no selection costs presently be assessed.

¹ It is noted that the subject eligible list may also be utilized by Passaic County.

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 1ST DAY OF NOVEMBER, 2023



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