



**STATE OF NEW JERSEY**

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

In the Matter of Kiana Bolds, Clerk 3  
(M0970E), Newark School District

Examination Appeal

CSC Docket No. 2024-1379

**ISSUED: November 27, 2024 (BS)**

Kiana Bolds appeals the determination of the Division of Agency Services (Agency Services) which found that she did not meet the experience requirements for the open-competitive examination for Clerk 3 (M0970E), Newark School District.

By way of background, all applicants for the Clerk 3 (M0970E) examination were required to meet all of the requirements in the examination announcement by the September 21, 2023 closing date, including submitting an application on or before 4 P.M. on the announced application closing date. These requirements included, in pertinent part, that applicants possess two years of experience in clerical work; one year of which must have been performing duties at or equivalent to the Clerk 2 level.

Agency Services did not find the appellant eligible as she had not submitted a complete application. Specifically, the appellant failed to list any experience on her application, nor did she submit a resume. Agency records reveal that 101 applicants were admitted to the test on October 22, 2024, 53 of whom were provisional appointees.

On appeal, the appellant argues that she has now submitted a copy of her resume and indicated that she should qualify for the examination. Andrea DeGiovanni, Supervisor, Newark Public Schools submits a letter on the appellant's behalf. Agency records indicate that the appellant received a provisional appointment pending open-competitive examination procedures to the title of Clerk 3, effective March 13, 2023.

## CONCLUSION

*N.J.A.C.* 4A:4-2.6(a) provides that applicants shall meet all requirements specified in the examination announcement by the closing date. *N.J.A.C.* 4A:4-2.1(e) provides that applicants for examinations shall meet all requirements in the examination by the announced closing date, including submitting an application on or before 4 P.M. on the announced application filing date. *N.J.A.C.* 4A:4-2.1(f) provides that, prior to the announced examination closing date, an applicant may amend a previously submitted application. *N.J.A.C.* 4A:4-6.3(b) provides that, except for medical or psychological disqualification appeals, the appellant shall have the burden of proof.

A review of the appellant's application reveals that it was not completed at the time the appellant submitted it through this agency's online application system. In this regard, the appellant's online application indicated that no experience information was entered into the "experience" section. Moreover, there is no record that the appellant uploaded any other documentation, such as a resume, into the Online Application System (OAS). As a result, her application could not be evaluated and the appellant was correctly deemed ineligible to sit for the subject open-competitive examination. Although the appellant submitted employment information after the announced examination filing date of September 21, 2023, it could not be considered pursuant to *N.J.A.C.* 4A:4-2.1(f). Furthermore, the appellant had failed to establish any good cause to relax *N.J.A.C.* 4A:4-2.1(f). In this regard, 101 applicants were admitted to the subject examination, which was held on October 22, 2024.

Finally, the Civil Service Commission notes that the directions for filing an on-line application are extensive and indicate that applicants are required to complete the application, including providing qualifying information regarding their employment. For the subject examination, applications were required to be completed and submitted by 4 P.M. on the September 21, 2023 closing date. Since the appellant failed to do so, the Commission finds that she was correctly deemed ineligible for the subject open-competitive examination.

## 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 27<sup>TH</sup> DAY OF NOVEMBER, 2024



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