



STATE OF NEW JERSEY

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

In the Matter of Tracey Greene,
Records Technician 3 MVC
(PS2675T), Motor Vehicle
Commission

Examination Appeal

CSC Docket No. 2024-1314

ISSUED: September 4, 2024 (BS)

Tracey Greene appeals the determination of the Division of Agency Services (Agency Services) which found that she did not meet the requirements for Records Technician 3 MVC (PS2675T), Motor Vehicle Commission.

The promotional examination at issue was announced with education and experience requirements which had to be satisfied as of the announced July 21, 2023 closing date. Specifically, all applicants had to possess one year of experience in the review/analysis of driver records for the purpose of ensuring that laws, rules, regulations, or policies have been interpreted properly or in a public/private agency involved in processing, evaluation, and/or adjustment of damage claims or other insurance claims evaluation and adjustment work. A total of 110 employees applied for the subject promotional examination that resulted in a list of 63 eligibles with a promulgation date of April 4, 2024 and an expiration date of April 3, 2027. The list has been certified but no appointments have been recorded to date.

The appellant filed an application on which she indicated that she possessed experience as a provisional Records Technician 3 MVC (May 2023 to July 2023, the closing date). The appellant was credited with three months of applicable experience as a provisional Records Technician 3 MVC as of the closing date. This is the only position listed on the application submitted by the appellant. Consequently, Agency Services found the appellant ineligible for the subject promotional examination since she lacked nine months of the required experience as of the closing date.

On appeal, the appellant asserts that she satisfies the subject requirements. In this regard, the appellant argues that she is currently serving a provisional

Records Technician 3, MVC and claims to have “extensive Driver History knowledge.” However, the appellant failed to describe any additional qualifying experience.

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(f) provides that new information may not be added to an application once the closing date for filing has passed. *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 she only listed one position, that of provisional Records Technician 3 MVC, which gave her a total of three months of applicable experience as of the closing date. On appeal, the appellant failed to describe any additional experience. Regardless, even had the appellant described additional qualifying information on appeal, this is a competitive situation with 63 eligibles on the list. As such, there would be no basis to relax *N.J.A.C.* 4A:4-2.1(f) and accept such new information. Accordingly, the record reflects that the appellant did not meet the requirements for the title under test.

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 4TH DAY OF SEPTEMBER, 2024



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