

B-29



STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION
OF THE
CIVIL SERVICE COMMISSION

In the Matter of Isaac Toney, Jr.,
Training Technician (PC0286T),
Mercer County

Examination Appeal

CSC Docket No. 2016-146

ISSUED: **OCT 09 2015** (SLK)

Isaac Toney, Jr. appeals the determination of the Division of Agency Services (Agency Services) that he was below the minimum requirements in experience for the promotional examination for Training Technician (PC0286T), Mercer County.

The examination at issue was announced with specific requirements that had to be met as of the February 21, 2015 closing date (see attached). A total of 5 individuals applied for the subject examination that resulted in a list of one eligible. The list expires on July 1, 2018 and no certifications have been issued.

On his application, Mr. Toney indicated that he was a Human Services Specialist 2 from October 2012 to the February 21, 2015 closing date,¹ a Senior Research Representative for Cenlar FSB from September 2009 to October 2012, a Client Services Representative for Verizon Communications from April 2007 to November 2008, and a Certification Specialist for Princeton Healthcare System from June 2002 to June 2006. He also indicated that he had 71 college credits. Agency Services credited him with two years and four months of experience based on his college credits, but determined that he lacked two years and eight months of experience.

On appeal, Mr. Toney presents that since 2004 as an Elder/Full-Time Evangelizer for the Christian Congregation of Jehovah's Witnesses, he teaches and

¹ Personnel records indicate that he was a Human Services Specialist 2 from December 2013 to the February 21, 2015 closing date and a Human Services Specialist 1 from October 2012 to December 2013.

writes agendas and training manuals for weekly and quarterly meetings. He states as a Human Services Specialist 2, although it is not his primary duty, he teaches and coaches Human Services Specialist 1s. The appellant represents that he provided daily coaching and training for customer services representatives when he worked for Cenlar FSB. Moreover, while working for Princeton Healthcare System for over four years, he wrote the Registration Manual and provided training and coaching on the Registration system and to Financial Counselors.

CONCLUSION

N.J.A.C. 4A:4-2.6(a) provides that applicants shall meet all requirements specified in the promotional announcement by the closing date. *N.J.A.C.* 4A:4-2.1(f) provides that an applicant may amend a previously submitted application only prior to the announced closing date. *N.J.A.C.* 4A:1-1.2(c) states that the Civil Service Commission (Commission) may relax a rule for good cause in order to effectuate the purposes of Title 11A, New Jersey Statutes.

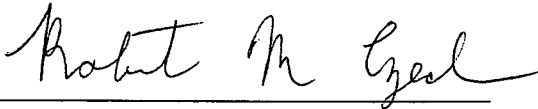
Initially, Agency Services correctly determined that the appellant did not meet the requirements for the subject examination. The appellant's experience as an Elder/Full-Time Evangelizer was not listed on his application and he did not indicate on his application that he performed the required duties in his other positions. On appeal, Mr. Toney indicates that as an Elder/Full-Time Evangelizer since 2004 for the Christian Congregation of Jehovah's Witnesses, he teaches and writes agendas and training manuals for weekly and quarterly meetings. The importance of submitting a properly completed application that includes all of the necessary information cannot be overstated, since a complete application provides the only reliable barometer by which Agency Services can make the initial determination whether to admit or reject an applicant. Agency Services has no other tool to rely on in order to make this important initial assessment in an expeditious, fair and efficient manner. Further, in accordance with *N.J.A.C.* 4A:4-2.1(g), the Commission can accept clarifying information in eligibility appeals. For example, information submitted on appeal pertaining to duties performed in a given position that expands or enlarges on information previously submitted is considered clarifying. Mr. Toney clarifies that while working for Princeton Healthcare System as a Certification Specialist he wrote training materials, i.e. the Registration manual, and he provided training and coaching on the Registration system and to Financial Counselors. Additionally, this is not a competitive situation as there is only one name on the eligible list. Therefore, under these circumstances, good cause exists to relax the provisions of *N.J.A.C.* 4A:4-2.1(f), and to accept the totality of his experience, for eligibility purposes only, and admit him to the subject examination.

ORDER

Therefore, it is ordered that the appeal be granted, and Mr. Toney's application be processed for prospective employment opportunities only.

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 7th DAY OF OCTOBER, 2015



Robert M. Czech
Chairperson
Civil Service Commission

Inquiries
and
Correspondence

Henry Maurer
Director
Division of Appeals and Regulatory Affairs
Civil Service Commission
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P.O. Box 312
Trenton, New Jersey 08625-0312

Attachment

c: Isaac Toney, Jr.
Barbara Buckley
Kelly Glenn
Joseph Gambino

NEW JERSEY CIVIL SERVICE COMMISSION
 COUNTY AND MUNICIPAL GOVERNMENT SERVICES
PROMOTIONAL ANNOUNCEMENT



\$25.00 PROCESSING FEE REQUIRED
 Make Check/Money Order Payable to NJCSC

SYMBOL: PC0286T	WEIGHT CODE: *
TITLE: TRAINING TECHNICIAN	SALARY: \$54,090.00 - \$74,146.00
ISSUE DATE: February 01, 2015	CLOSING DATE: February 21, 2015
TITLE CODE: 04207/ NNRLR5	JURISDICTION CODE: T11000300
JURISDICTION: MERCER COUNTY	
DEPARTMENT: BOARD OF SOCIAL SERVICE	

**Visit www.state.nj.us/csc
 And select "Job Announcements"
 to view this announcement and to file an application**

Open to employees in the competitive division who have an aggregate of one year of continuous permanent service as of the closing date in any competitive title and meet the requirements listed below:

Education: Graduation from an accredited college or university with a Bachelor's degree. You must indicate either possession of a degree or total number of college credits completed to date on your application. (Foreign degrees/ transcripts must be evaluated by a recognized evaluation service.) Failure to do so will result in rejection from the examination process.

Note: Applicants who do not possess the required education may substitute, in addition to the required experience indicated below, applicable experience on a year for year basis, with thirty (30) semester hour credits being equal to one (1) year of experience.

Experience: One (1) year of experience in employee development and training which shall have entailed the development of appropriate training courses and materials, conducting orientation, in-service, refresher, and employee development and training courses or one (1) year of experience as a teacher or instructor involving the development of course curriculum or lesson plans, preparation of course materials and conducting of classes in an adult education, vocational education, job training program, or elementary school through college.

License: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle rather than employee mobility, is necessary to perform the essential duties of the position. The responsibility for ensuring that employees possess the required motor vehicle license, commensurate with the class and type of vehicles they operate, rests with the Appointing Authority.

IMPORTANT INFORMATION

1. NJAC 4A:4-2.6 states that all requirements listed must be met as of the closing date, including assignment to jurisdiction/department, and satisfying the permanent status requirement.
2. **YOU MUST COMPLETE YOUR APPLICATION IN DETAIL.** Your score may be based on a comparison of your credentials with the job requirements. Failure to complete your application properly may lower your score or cause you to fail.
3. This examination is open to full-time and part-time permanent employees. If an employment list results from this announcement, it may be certified to fill both full-time and part-time positions. If 35- and 40-hour positions are used within the department, the resulting list may be used to fill either work week position.
4. NJAC 4A:4-1.5 states that any employee who is serving on a provisional basis and who fails to file for and take an examination which has been announced for his/her title **SHALL BE SEPARATED FROM THE PROVISIONAL TITLE.**
5. In accordance with Public Law 2010 c.26, **Veterans pay a reduced application fee of \$15.00** if they have previously established Veterans Preference with the DMAVA (as defined by N.J.S.A. 11A:5-1 et seq.), or your claim is approved by DMAVA at least 8 days prior to the issuance of this eligibility list. **PLEASE NOTE THIS REDUCED FEE DOES NOT APPLY TO PUBLIC SAFETY TITLES.** (i.e. Police, Fire, Corrections and Sheriff).
6. **If you are having difficulty submitting your application online, technical support and customer care are available during regular business hours, 8:00 a.m. to 4:00 p.m. EST, Monday - Friday, excluding holidays and emergency closings. Please Email: OAS.support@csc.state.nj.us or call (609) 292-4144. Please note that application support requests received outside of regular business hours on the closing date will not change the application filing deadline, so PLEASE FILE EARLY.**

DPF-256A * Revised 03/09