



STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION OF THE CIVIL SERVICE COMMISSION

In the Matter of Denise Harper, Agency Services Representative 4 (PS6495J), Rowan University

CSC Docket No. 2016-4472

Administrative Appeal

ISSUED: NOV 28 2016 (SLK)

Rowan University requests that the promotional eligible list for Agency Services Representative 4 (PS6495J), Rowan University, be revived in order to appoint Denise Harper effective May 12, 2014.

By way of background, the subject examination closed on January 21, 2012. Initially, Ms. Harper was determined to be ineligible, which she appealed, and the list promulgated on July 18, 2012 with one name, Karla Tighe. On September 26, 2012, PS121079 was certified containing Ms. Tighe's name. On February 25, 2014, the appointing authority was notified by the Civil Service Commission (Commission) that Ms. Harper's name would be added above Ms. Tighe's name for future certifications. On May 1, 2014, the appointing authority returned the certification indicating that Ms. Tighe was not interested in the specific Department at the College/University. The list was never certified again and expired on July 25, 2015.

In its request to revive the list and retroactively appoint Ms. Harper, the appointing authority presents that Ms. Harper has been provisionally serving in the subject title. However, it indicates that it mistakenly did not ask that her name be certified prior to the list expiring. Therefore, it is asking that the list be revived so that Ms. Harper can be retroactively appointed effective May 12, 2014 to the subject title. It is noted that since Ms. Harper is ranked first on the list, and no new lists have been promulgated, there would not be any negative impact to other eligibles.

The Division of Agency Services (Agency Services) supports the appointing authority's request. It is noted that Agency Services submitted the request on June 20, 2016; however, due to a lack of quorum, the Commission was not able to review the request at that time. Therefore, the list was administratively extended by this agency to July 25, 2016. Further, Harper's retroactive appointment to the title of Agency Services Representative 4, effective May 12, 2014, was recorded.

### CONCLUSION

*N.J.S.A.* 11A:4-6 and *N.J.A.C.* 4A:4-3.3(b)1 provide that no list shall have a duration of more than four years. *N.J.S.A.* 11A:4-6 and *N.J.A.C.* 4A:4-3.4 provide that an eligible list may be revived in order to implement a court order or decision of the Commission in the event of a successful appeal instituted during the life of a list, to correct an administrative error, or for other good cause.

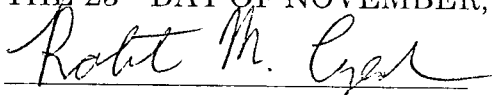
In the instant matter, Agency Services recommends the approval of this request as the appointing authority indicated that Ms. Harper had been serving provisionally in the subject title; however, it mistakenly did not ask that her name be certified prior to the list expiring. It is noted that since Ms. Harper is ranked first on the list, and no new lists have been promulgated, there would not be any negative impact to other eligibles. Accordingly, the Commission finds that good cause has been presented to ratify the actions of this agency to revive the Agency Services Representative 4 (PS6495J), Rowan University, eligible list and record Ms. Harper's regular appointment effective May 12, 2014.

### ORDER

Therefore, it is ordered that this request be granted. It is further ordered that the Agency Services Representative 4 (PS6495J), Rowan University, eligible list be revived and Denise Harper be certified and appointed with an effective date of May 12, 2014.

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 23<sup>rd</sup> DAY OF NOVEMBER, 2016



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