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STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION  
OF THE  
CIVIL SERVICE COMMISSION

In the Matter of Head Clerk  
(PS2839N), Department of Labor and  
Workforce Development

CSC Docket No. 2017-1880

Request for List Extension

ISSUED: **DEC 22 2016** (ABR)

The Department of Labor and Workforce Development (DOL) requests that the eligible list for Head Clerk (PS2839N) be extended for one year beyond its original expiration date or until a new list becomes available, whichever occurs first.

By way of background, the subject eligible list promulgated on January 2, 2014 and expires on January 1, 2017. One certification was issued and one eligible was appointed. The name of one eligible remains on the list.

In the instant matter, the appointing authority requests that the subject eligible list be extended for an additional six months as it is seeking to fill a position that will be vacated on January 1, 2017. However, the appointing authority has not been granted hiring freeze exemption approval by the Governor's Office or this agency. The appointing authority anticipates that the hiring freeze exemption will be approved, but not until after the list's expiration date. It is noted that there is no promotional examination announcement pending for Head Clerk. It is also noted that the Division of Agency Services (Agency Services) supports the appointing authority's request and contends filling such a vacancy from an active list is preferable to, and more expedient than, announcing a new examination at this time.

## CONCLUSION

*N.J.S.A.* 11A:4-6 and *N.J.A.C.* 4A:4-3.3(b)1 provide that an eligible list may, for good cause, be extended prior to its expiration date, except no list shall have a duration of more than four years.

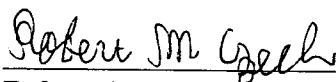
In the instant matter, the appointing authority indicates that it anticipates a vacancy will occur in the subject title on January 1, 2017 and although the appointing authority expects to receive hiring freeze exemption approval, it does not anticipate that it will receive approval until after the subject eligible list expires on that date. It is noted that no examination announcement is currently pending for the Head Clerk title. Moreover, Agency Services supports extending the subject eligible list and contends that it would be more advantageous and more expedient to fill the expected vacancy from the active eligible list than it would be to announce a new examination at this time. Therefore, under these circumstances, good cause has been established to extend the eligible list for Head Clerk (PS2839N), DOL and extend it for one year or until a new list becomes available.

## ORDER

Therefore, it is ordered that this request be granted and the eligible list for Head Clerk (PS2839N), Department of Labor and Workforce Development be extended until January 1, 2018 or until a new list becomes available, whichever occurs first.

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 21<sup>ST</sup> DAY OF DECEMBER, 2016



Robert M. Czech

Chairperson

Civil Service Commission

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and  
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