

School from June 1990 to August 1990. The appellant was contacted for clarification by DAS, and he submitted a third document listing the following experience: Printing Machine Operator 1 from January 1992 to July 2005; Printing Machine Operator 2 from July 2005 to July 2007; Printing Machine Operator 3 from July 2007 to July 2009; Printing Machine Operator 4 from July 2009 to April 2010; and Printing Operations Technician 2 and 3 from April 2010 to June 2015. He was credited with six years of supervisory experience in his Printing Operations Technician 2 and 3 titles, and found to be lacking four years of qualifying experience.

On appeal, the appellant states that, as a Printing Machine Operator 2, from July 2005 to July 2007, he requisitioned materials, equipment, parts and supplies on a daily basis, and that it was his mistake for not including this information previously.

N.J.A.C. 4A:4-2.3(b) provides that applicants shall meet all requirements specified in the open competitive examination announcement by the closing date. *N.J.A.C.* 4A:4-2.1(f) provides that an applicant may amend a previously submitted application prior to the closing date.

CONCLUSION

The appellant was correctly deemed to be ineligible for the subject examination since he lacked the required experience per the substitution clause for education. The application states, "You may be declared ineligible or you may not receive proper credit for scoring purposes if you do not properly complete your application," and, "Since your application may be your only 'test paper,' be sure it is complete and accurate. Failure to complete your application properly may cause you to be declared ineligible, lower your score, or possibly cause you to fail." In *In the Matter of William A. Bailey, Assistant Supervisor, Sewers/Assistant Supervisor, Water*, Docket No. A-5283-02T2 (App. Div. December 30, 2004, the Appellate Division of the Superior Court reviewed the matter of an applicant who submitted an abbreviated application. The court noted that the appellant did not explain his duties which could have rendered him eligible. More importantly, it noted that "the onus was not on [Selection Services] or the [Commission] to flesh out the scope of Bailey's prior experience." The application requires candidates to demonstrate on their applications that the duties they perform provide them with the experience required for eligibility. See *In the Matter of Charles Klingberg* (MSB, decided August 28, 2001). This examination is competitive, with four eligible candidates, so there is no basis to accept additional information after the closing date in the instant matter.

Directions to candidates instruct them to list each position separately. Mr. Estep did not do this in regard to his employment with Burlington County. Instead,

on his application, he placed his entire 23 years of experience as being in the title Printing Operations Technician 3, and gave a minimal list of duties. Official records indicate that, for this time period, he was a Printer Machine Operator 1, 2, 3 and 4, and a Printing Operations Technician 2. As such, Mr. Estep was contacted to provide clarifying information. On his resume, he added the title Printing Machine Operator 4, and gave the same duties, and he submitted a third document.

On the third document, the appellant listed each of his positions with Burlington County separately, with duties. Those duties were assessed, and the appellant clearly was operating printing machines while in the Printer Machine Operator title series. In that regard, qualifying experience has the announced experience as the primary focus. For the Printing Machine Operator 2 position, the appellant had listed seven duties: recommends styles of printed materials; identifies problems with printing equipment and places service calls as needed; records the use of materials, equipment, parts or supplies; designs layouts of graphic or printed materials; operates copiers and adjusts copy machines for density and contrast; makes precise measurements to determine whether products or services meet printing specifications; and establishes goals and set(s) priorities for continuous work flow.

On appeal, the appellant adds a duty: requisitions materials, equipment, parts and supplies. He had not mentioned this duty in his initial submission, nor did he mention it in the additional information supplied on request. Rather, after receiving his notification of ineligibility, the appellant remembered to add a duty to one of his positions which very closely matches the required experience. This is unpersuasive, as this duty was not significant enough to be mentioned in his initial list. Given that this duty was attached to the end of a longer list of tasks which actually involve printing machine operation duties, it is not credible that the primary focus of this position was procurement of printing equipment, supplies or services. Even if it were to be accepted, the appellant would still fall almost two years short of the required experience. The appellant's experience in any of the titles in the Printing Machine Operator title series is not applicable, and the appellant was credited for his Printing Operations Technician 2 and 3 positions. His experience as an Offset Machine Operator with Heidelberg Press and as a Graphic Artist/Printer/Teacher Assistant with Burlington County Vocational Technical School is not applicable. The appellant lacks four years of qualifying experience.

The appellant was denied admittance to the subject examination since he lacked the minimum requirements in experience per the substitution clause for education. An independent review of all material presented indicates that the decision of DAS, that the appellant did not meet the announced requirements for eligibility by the closing date, is amply supported by the record. The appellant

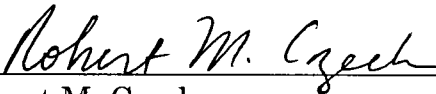
provides no basis to disturb this decision. Thus, the appellant has failed to support his burden of proof in this matter.

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 7th DAY OF DECEMBER, 2016



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