



On appeal, Ms. Miranda states that she feels that she is more than qualified for the subject examination. She re-submits her resume and highlights the duties which she believes make her qualified for the examination. She also asks why she was not considered eligible for other examinations that she took. She thinks that there are other individuals who have been determined eligible for examinations where she had been determined ineligible based on submitting fraudulent applications. She names two individuals who have not worked for the appointing authority for more than two years and do not have Bachelor's degrees and asserts that they were improperly determined eligible for examinations.

### CONCLUSION

*N.J.A.C.* 4A:4-2.3(b)2 requires applicants to possess all the requirements specified in an announcement for an open competitive examination by the closing date. *N.J.A.C.* 4A:4-6.3(b) provides that the appellant has the burden of proof in examination appeals.

In the present matter, Agency Services correctly determined that Ms. Miranda was not eligible for the subject examination. In order to be eligible for the subject examination, applicants had to have experience in analyzing, evaluating, and providing advice to management with the objective of improving managerial effectiveness or be responsible for managing, administering, or directing an organizational unit. Upon a review of the appellant's application and resume, the appellant's job duties are customer service and administrative and clerical duties. These duties do not meet the above-noted requirements.

With respect to the appellant's statement that she does not understand why she was rejected from other examinations, the Commission notes that eligibility is determined on the basis of each discrete announcement. Accordingly, the appellant would need to timely appeal each discrete announcement in order to receive a further explanation for any examination where she was determined to be ineligible. In regard to the appellant's accusation that two other individuals submitted fraudulent applications and were determined eligible for examinations where she believes she was more qualified and determined ineligible, bare allegations regarding other candidates' credentials, without more, do not demonstrate that an error was made in the screening of eligibles for any examination. In this regard, it is noted that the burden of proof in these types of appeals is on the appellant. *N.J.A.C.* 4A:4-6.3(b). Nevertheless, all applications are screened by Agency Services prior to an examination to ensure that all candidates possess the minimum requirements to establish eligibility. See *In the Matter of Sylvia Carter* (MSB, decided July 27, 2005).

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 7<sup>th</sup> DAY OF DECEMBER, 2016



Robert M. Czech  
Chairperson  
Civil Service Commission

Inquiries  
and  
Correspondence

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

c: Yolanda Miranda  
Kelly Glenn  
Records Center



## Job Announcements

Symbol: M0801T Title: **ASSISTANT ADMINISTRATIVE ANALYST**

Issue Date: 10/16/2015

Closing Date: 01/19/2016

Jurisdiction: JERSEY CITY

Salary: \$12,750.00 - \$47,661.00 Per Year

Num. of Positions: 3

Workweek: 32.50 Hours per week

Application Fee: \$25.00

**OPEN TO RESIDENTS OF:**

1) Jersey City; 2) New Jersey

**REQUIREMENTS:**

**EDUCATION:** Possession of a Bachelor's degree from an accredited college or university.

**NOTE: Foreign transcripts must be evaluated by a recognized evaluation service. Please upload a copy of your evaluation with your application. Failure to do so will result in ineligibility.**

**NOTE:** Applicants who do not meet the above educational requirements may substitute (on the basis of one (1) year of such experience being equal to thirty (30) semester hours of credit) work experience in either:

Analyzing, evaluating, and providing advice to management on such matters as work methods and procedures, communications, organizational structure, manpower utilization, distribution of work assignments, delegation of authority, policy development, records management or similar areas with the objective of improving managerial effectiveness.

**OR**

Managing, administering, or directing an organizational unit and its work programs which entailed responsibility for planning, organizing, directing, staffing, coordinating, and budgeting for the activities of the unit.

**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.

**NOTE: This announcement was originally posted from October 16, 2015, through November 6, 2015, and is now being amended to widen the residency scope. If you filed an application during the original filing period, you do not need to submit an additional application during this extend filing period.**

**Customer Care and Technical Support:** If you are having difficulty submitting your application online, customer care and technical support 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.nj.gov](mailto:OAS.support@csc.nj.gov) or call (609) 292-4144. Please note that application support requests received outside regular business hours on the closing date will not change the application filing deadline so PLEASE FILE EARLY.

**IMPORTANT INFORMATION:**

1. NJAC 4A:4-2.3(b) states that all requirements must be met as of the closing date.
2. Online applications must be completed and submitted by the closing date listed above.
3. **You must complete your application in detail.** Your score may be based on a comparison of your background with the job requirements. **Failure to complete your application properly may lower your score or cause you to fail.**
4. If an employment list results from this announcement, it may be certified to fill full-time and part-time positions.
5. Effective September 1, 2011, the New Jersey First residency law was enacted. Please click here for additional information.
6. In accordance with Public Law 2010 c. 26, Veterans pay a reduced application fee of \$15.00 if they have previously established Veteran's Preference with the DMAVA (as defined by NJSA 11A:5-1 et seq) or their claim is approved by DMAVA at least 8 days prior to the issuance of the eligibility list. Please note this reduced fee does not apply to Public Safety titles.

close window