



STATE OF NEW JERSEY

**FINAL ADMINISTRATIVE
ACTION OF THE
CIVIL SERVICE COMMISSION**

In the Matter of Timothy Spoonauer,
Human Services Specialist 2
(PC0534V), Union County

Examination Appeal

CSC Docket No. 2018-551

ISSUED: October 13, 2017 (RE)

Timothy Spoonauer requests admittance to the promotional examination for Human Services Specialist 2 (PC0534V), Union County.

The subject examination was announced on June 21, 2017, and was open to employees in the competitive division who are currently serving as Human Services Specialist 1, or Human Services Specialist 1 Bilingual in Spanish and English, and have an aggregate of one year of continuous permanent service as of the closing date. Only on-line applications were accepted, and the appellant did not submit one. Thirty-nine candidates filed applications, and the examination is scheduled for October 23, 2017.

In his request, Mr. Spoonauer indicated that he filed for the wrong examination. The examination for Social Work Supervisor (PC0586V) had the same closing date, and the appellant filed an application with that symbol number and title. That examination was open to specific titles in the social work title series, and to open competitive requirements. Although he is a provisional Human Services Specialist 2 with underlying permanent service as a Human Services Specialist 1, he did not file an application for the examination Human Services Specialist 2 (PS0534V). In his appeal, the appellant explains that the appointing authority attached copies of both announcements to the email sent to him advising him of the subject examination which resulted in him erroneously applying for the wrong symbol.

N.J.A.C. 4A:4-2.6(a)4 states that applicants for promotional examinations must meet all requirements by the announced closing date, including filing an application on or before the application filing date. *N.J.A.C.* 4A:1-1.2(c) provides that the Civil Service Commission may relax the rules for good cause in a particular situation, on notice to affected parties, in order to effectuate the purposes of Title 11A, New Jersey Statutes.

CONCLUSION

The appellant was not admitted to the subject examination since he did not file an application by the closing date. However, he explains that he filed an application in response to an email sent to him by the appointing authority advising him of the examination that contained copies of both the Human Services Specialist 2 and Social Work Supervisor examinations. Therefore, his inadvertent use of the wrong symbol on his application should not preclude him from competing in the examination. Based on these circumstances, the appellant's application should be accepted for the promotional examination for Human Services Specialist 2 (PC0534V), Union County. Additionally, the appellant should submit an application processing fee of \$25.00, within 10 days of the issuance date on this determination to: New Jersey Civil Service Commission, P.O. Box 322, Trenton, New Jersey 08625-0322. If the appellant fails to submit his application processing fee within this timeframe, he should not be admitted to the test.

ORDER

Therefore, it is ordered that this request be granted, and upon receipt of his application filing fee, the appellant be admitted to the examination.

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
THE 4th DAY OF OCTOBER, 2017



Robert M. Czedz, Chairperson
Civil Service Commission

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