

In the Matter of Christy Ripper, Senior Clerk Typist (PS4679I),

Department of Corrections

CSC Docket No. 2018-1767

STATE OF NEW JERSEY

FINAL ADMINISTRATIVE

ACTION OF THE

CIVIL SERVICE COMMISSION

**Examination Appeal** 

ISSUED: MA

MARCH 28, 2018 (CSM)

Christy Ripper appeals the determination of the Division of Agency Services (Agency Services) which found that she was below the minimum requirements in experience for the promotional examination for Senior Clerk Typist (PS4679I), Department of Corrections.

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The examination at issue was announced with specific requirements that had to be met as of the closing date of April 21, 2017. The examination was open to employees in the non-competitive title of Clerk Typist who had one year of continuous permanent service as of the closing date and possessed one year of experience in clerical work, including typing. A total of 3 employees applied for the subject examination that resulted in a list of one eligible with an expiration date of December 13, 2020. Therefore, the list is incomplete.

The appellant indicated on her that she was a Clerk Typist from May 2016 to the closing date, April 2017. A review of agency records indicates that the appellant was provisionally appointed to the subject on April 15, 2017. Agency Services did not credit the appellant with any applicable experience.

On appeal, the appellant clarifies her experience, stating that her daily duties include typing, For example, she states that she prepares and types various correspondence, prepares and types agendas and meeting minutes, and input entries into a computerized payroll system. In support, the appellant provides a letter from Al Solanik, Associate Administrator, South Woods State Prison, verifying the various typing duties she performs on a daily basis.

*N.J.A.C.* 4A:4-2.6(a) provides that applicants shall meet all requirements specified in the promotional examination announcement by the closing date. *N.J.A.C.* 4A:1-1.2(c) provides that a rule may relaxed for good cause, in a particular circumstance, in order to effectuate the purposes of Title 11A of the New Jersey Statutes Annotated.

## CONCLUSION

Initially, Agency Services correctly determined that the appellant was not eligible for the subject examination. On her original application, the appellant did not specify the performance of any typing duties. In her appeal submission, the appellant clarifies her experience, explaining states that she prepares and types various correspondence, prepares and types agendas and meeting minutes, and input entries into a computerized payroll system. Under N.J.A.C. 4A:4-2.1(g), the Civil Service Commission (Commission) can accept clarifying information in eligibility appeals. However, N.J.A.C. 4A:4-2.1(f) provides that an application may only be amended prior to the announced closing date. For example, information submitted on appeal pertaining to duties in a given position that expands or enlarges information previously submitted is considered clarifying and is accepted. However, any documentation indicating work in a setting that was not previously listed on an application or resume cannot be considered after the closing date. Thus, the Commission can only consider information provided on appeal regarding the positions listed on the appellant's original application. According to agency records, the appellant continues to serve provisionally in the title under test and the list is Further, the Associate Administrator has verified that the appellant incomplete. performs the required typing duties. Under these circumstances, good cause exists to accept the clarification of the appellant's experience as well as her provisional experience in the title under test after the announced closing date and admit her to the subject examination.

## ORDER

Therefore, it is ordered that this appeal be granted and the appellant application be processed for prospective employment opportunities only.

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 27<sup>TH</sup> DAY OF MARCH, 2018

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