

B-34



STATE OF NEW JERSEY

In the Matter of Vera T. Kalish,  
Personnel Officer (PM0711S),  
Middle Township

FINAL ADMINISTRATIVE ACTION  
OF THE  
CIVIL SERVICE COMMISSION

CSC Docket No. 2015-1211

Examination Appeal

ISSUED: DEC 19 2014 (JET)

Vera T. Kalish appeals the determination of the former Division of Selection Services<sup>1</sup> (Selection Services) that she did not meet the experience requirement for the promotional examination for Personnel Officer (PM0711S), Middle Township.

The examination at issue was announced with specific requirements that had to be met as of the June 21, 2014 closing date (see attached). Since the appellant does not possess a Bachelor's degree, she required seven years of applicable experience per the substitution clause of experience for education. It is noted that the subject examination was cancelled on November 8, 2014 since the appellant, the only applicant, was found ineligible for the examination.

A review of the appellant's application reveals that she served as Personnel Officer from April 2003 to June 2014. However, personnel records indicate that she served as a Principal Personnel Clerk from April 2003 to October 2006, as a provisional Personnel Officer from October 2006 to January 2013, as a Clerk 3 from January 2013 to January 2014, and as a provisional Personnel Officer from January 2014 to the closing date. Selection Services credited her with six years and ten months of applicable experience for her experience as a provisional Personnel Officer. However, it did not find any of her other experience applicable.

<sup>1</sup> Now the Division of Agency Services.

Accordingly, Selection Services determined that the appellant lacked two months of applicable experience.

On appeal, the appellant argues, among other things, that she meets the experience requirement for the subject examination. Moreover, the appellant contends that she is now qualified for the position because of the experience she gained after the closing date of the announcement.

Official personnel records indicate that the appellant continues to serve provisionally in the subject title.

### CONCLUSION

*N.J.A.C. 4A:4-2.6(a)* provides that applicants shall meet all requirements specified in the announcement by the closing date. *N.J.A.C. 4A:1-1.2(c)* provides that a rule may be relaxed for good cause in a particular situation.

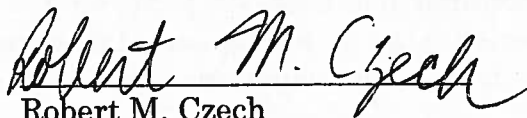
Initially, it is noted that Selection Services correctly credited the appellant with six years and ten months of applicable experience based on her provisional service as a Personnel Officer. However, the appellant continues to serve provisionally in the title of Personnel Officer and the examination was canceled due to a lack of qualified applicants. Under these circumstances, good cause exists to relax the provisions of *N.J.A.C. 4A:4-2.6(a)* and accept the appellant's provisional experience after the closing date, for eligibility purposes only, and to admit her to the examination.

### ORDER

Therefore, it is ordered that this appeal be granted, the cancellation of the examination be rescinded and the appellant's 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 17<sup>th</sup> DAY OF DECEMBER, 2014



Robert M. Czech  
Chairperson  
Civil Service Commission

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and  
Correspondence

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Civil Service Commission  
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c: Vera T. Kalish  
Kelly Glenn  
Joseph Gambino

NEW JERSEY CIVIL SERVICE COMMISSION  
COUNTY AND MUNICIPAL GOVERNMENT SERVICES  
**PROMOTIONAL ANNOUNCEMENT**



**\$25.00 PROCESSING FEE REQUIRED**  
Make Check/Money Order Payable to NJCSC

<b>SYMBOL:</b> PM0711S	<b>WEIGHT CODE:</b> *
<b>TITLE:</b> PERSONNEL OFFICER	<b>SALARY:</b> \$29,000.00 - \$60,000.00
<b>ISSUE DATE:</b> June 01, 2014	<b>CLOSING DATE:</b> June 21, 2014
<b>TITLE CODE:</b> 02653@/ FLRER9	<b>JURISDICTION CODE:</b> C05060001
<b>JURISDICTION:</b> MIDDLE TWP	
<b>DEPARTMENT:</b> ADMINISTRATIVE AND EXECUTIVE	

**RETURN COMPLETED APPLICATIONS TO:** ONLY ON LINE APPLICATIONS  
WILL BE ACCEPTED  
FOR THIS ANNOUNCEMENT

**Open to employees in the competitive division who have an aggregate of one year of continuous permanent service as of the closing date and are currently serving in the following title(s):**

**Assistant Personnel Officer 04831**

**Or to employees in the competitive division who have an aggregate of one year of continuous permanent service as of the closing date in any competitive title and meet the requirements listed below:**

**Education:** Graduation from an accredited college or university with a Bachelor's degree. You must indicate either possession of a degree or total number of college credits completed to date on your application. (Foreign degrees/ transcripts must be evaluated by a recognized evaluation service.) Failure to do so will result in rejection from the examination process.

Applicants who do not possess the required education may substitute additional experience as indicated on a year for year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

**Experience:** Three (3) years of supervisory personnel experience including the review of classification problems and wage studies, handling personnel problems, and coordination of the training needs of the jurisdiction.

**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. The responsibility for ensuring that employees possess the required motor vehicle license, commensurate with the class and type of vehicles they operate, rests with the Appointing Authority.

**Note:** This announcement may be tested via the Supervisory Test Battery, a computer-administered exam. For information regarding the Supervisory Test Battery, please refer to our website <http://www.state.nj.us/csc/seekers/about/steps/step7.html>.

**IMPORTANT INFORMATION**

1. NJAC 4A:4-2.6 states that all requirements listed must be met as of the closing date, including assignment to jurisdiction/department, and satisfying the permanent status requirement.
2. YOU MUST COMPLETE YOUR APPLICATION IN DETAIL. Your score may be based on a comparison of your credentials with the job requirements. Failure to complete your application properly may lower your score or cause you to fail.
3. This examination is open to full-time and part-time permanent employees. If an employment list results from this announcement, it may be certified to fill both full-time and part-time positions. If 35- and 40-hour positions are used within the department, the resulting list may be used to fill either work week position.
4. NJAC 4A:4-1.5 states that any employee who is serving on a provisional basis and who fails to file for and take an examination which has been announced for his/her title SHALL BE SEPARATED FROM THE PROVISIONAL TITLE.
5. In accordance with Public Law 2010 c.26, Veterans pay a reduced application fee of \$15.00 if they have previously established Veterans Preference with the DMAVA (as defined by N.J.S.A. 11A:5-1 et seq ), or your claim is approved by DMAVA at least 8 days prior to the issuance of this eligibility list. PLEASE NOTE THIS REDUCED FEE DOES NOT APPLY TO PUBLIC SAFETY TITLES. (i.e. Police, Fire, Corrections and Sheriff).
6. If you are having difficulty submitting your application online, technical support and customer care 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.state.nj.us](mailto:OAS.support@csc.state.nj.us) or call (609) 292-4144. Please note that application support requests received outside of regular business hours on the closing date will not change the application filing deadline, so PLEASE FILE EARLY.

DPF-256A \* Revised 03/09