

CSC
B-15



STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION
OF THE
CIVIL SERVICE COMMISSION

In the Matter of Olamide Torres, Law
Enforcement Series (S9999R),
Statewide

Examination Appeal

CSC Docket No. 2014-2930

ISSUED: APR 02 2015 (HS)

Olamide Torres requests that she be permitted to submit the application fee for the open-competitive examination for the Law Enforcement Series (S9999R), Statewide.

The subject examination was announced with a closing date of September 4, 2013 and required, among other things, the payment of an application processing fee. However, the appellant's \$50 payment for the application fee¹ was returned for insufficient funds. The appellant took the subject examination on November 16, 2013. The Division of Selection Services² (Selection Services) indicates that the appellant was sent an email on March 17, 2014 notifying her that she needed to submit her application fee. However, the email indicated that the appellant had filed an application for M0164S Administrative Secretary³ and that she needed to submit her application fee of \$25. On May 1, 2014, Selection Services issued the appellant a notice of ineligibility.

On appeal to the Civil Service Commission (Commission), the appellant submits a sworn, notarized statement explaining that she believed that her payment had been received and processed, and, for that reason, she proceeded with the examination in November 2013. She states that, based on a conversation with a

¹ It is noted that the application fee for the Entry Level Law Enforcement Examination is \$35 for the first title area and \$5 for each additional title area.

² This function is now part of the Division of Agency Services.

³ Agency records indicate that that the appellant did not apply for this examination.

representative of this agency, it seemed that her payment had cleared. The appellant adds that she did not receive notice by email of any issue with her application fee. Finally, the appellant states that she is willing to make the payment.

CONCLUSION

N.J.A.C. 4A:4-2.17 provides that a processing fee shall be charged for each examination application and that applications without a fee shall not be processed unless the applicant submits, within the time required by written notice from the Commission, the required fee. *N.J.A.C.* 4A:1-1.2(c) states that the Commission may relax a rule for good cause in order to effectuate the purposes of Title 11A, New Jersey Statutes.

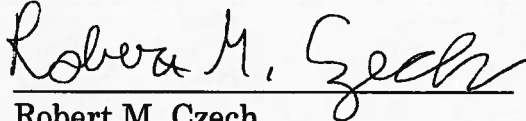
In this matter, the appellant provides a sworn, notarized statement attesting that she believed that she had made full payment for the subject examination and never received notice by email of any issue with her application fee. Moreover, the record indicates that the email notification sent by Selection Services referenced the wrong examination and fee amount. Further, the appellant sat for the subject examination without having made payment. Finally, the appellant states that she is willing to submit the required application fee. Therefore, under these circumstances, the Commission finds good cause to permit the appellant to make payment and to receive her examination results.

ORDER

Therefore, it is ordered that this request be granted. Olamide Torres shall make the required \$50 payment to the Division of Agency Services for her examination within 30 days of the issue date on this decision. Upon receipt of payment, the appellant shall be notified of her score. Should the appellant achieve a passing score, her name will be added to the subject eligible list for prospective employment opportunities only. If the appellant fails to submit the required payment within 30 days of the issue date on this decision, she will not be entitled to have her examination scored or her results released.

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 1ST DAY OF APRIL, 2015



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