

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 be relaxed for good cause, in a particular circumstance, in order to effectuate the purposes of Title 11A of the New Jersey Statutes Annotated.

CONCLUSION

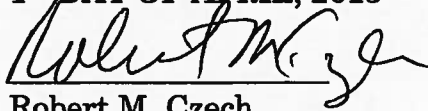
Initially, Agency Services correctly determined that the appellant was not eligible for the subject examination. On his original application, the appellant did not specify the investigative aspects of his position as a Senior Correction Officer from March 2004 July 2014. However, in his appeal submission, the appellant clarifies his experience, explaining that he investigated and wrote reports of his observations and findings that were reviewed by his superiors. 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 has been exhausted as the only eligible was permanently appointed. Under these circumstances, good cause exists to accept the clarification of the appellant's experience as well as his provisional experience in the title under test after the announced closing date and admit him to the subject examination.

ORDER

Therefore, it is ordered that this appeal be granted and Gregory Cirillo'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
1ST DAY OF APRIL, 2015**



**Robert M. Czech
Chairperson
Civil Service Commission**

**Inquiries
and
Correspondence**

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

Attachment

- c. **Gregory Cirillo
James Mulholland
Kelly Glenn**

NEW JERSEY CIVIL SERVICE COMMISSION-STATE SERVICE
PROMOTIONAL ANNOUNCEMENT



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

SYMBOL: PS95021	WEIGHT CODE: *
TITLE: INVESTIGATOR SECURED FACILITIES	SALARY: \$60,565.00 - \$89,471.00
ISSUE DATE: December 01, 2014	CLOSING DATE: December 22, 2014
TITLE CODE: 32647/LGRXR2	CLASS CODE: 19
DEPARTMENT: COA/CORRECTIONS	
UNIT SCOPE: I110 Office of the Commissioner	

**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 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 credits completed to date on you application. (Foreign degrees/transcripts must be evaluated by a recognized evaluation service.) Failure to do so will result in rejection from the examination process.

Experience: One (1) year of experience in the custodial field which shall have included investigations of violations of rules, regulations, standards and laws by adult inmates, juveniles and/or employees working within a secured facility.

Note: Applicants who do not possess the required education may substitute, in addition to the required experience indicated below, applicable experience on a year for year basis, with thirty (30) semester hour credits being equal to one (1) year of experience.

SPECIAL REQUIREMENT: In accordance with N.J.A.C 13:97-2.11, training in the proper methods and techniques using force and in the legal aspect of using force shall be provided as part of the Police Training Commission's approved Basic Course for Investigators or an equivalent course substituted in accordance with N.J.A.C. 13:97-2.1(a)1.

In accordance with NJSA 2A: 154-4, Investigators working in secured facilities are empowered to act as peace officers. As such, they must have completed basic Police training conducted by the Police Training Commission.

Note: Appointments to this title may only be made by promotion from the ranks of qualified, custodial law enforcement personnel possessing the requisite police powers.

Note: Appointees to this position shall be required to qualify in the use of firearms on an annual basis.

License: Appointees must possess a driver's license valid in New Jersey. Proof of the license must be submitted to the employing agency prior to appointment. The responsibility for ensuring that employees possess the required motor vehicle license, commensurate with the class and type of vehicles operated, rests with the Appointing Authority.

IMPORTANT INFORMATION

1. NJAC 4A:4-2.6 states that all requirements listed, including assignment to the department and unit scope, must be met as of the closing date.
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- and part-time permanent employees. If an employment list results from this announcement, it may be certified to fill full-time and part-time positions. If 35- and 40-hour positions are used within the unit scope, 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**
- 6 **SPECIAL NOTE TO ALL APPLICANTS** Please make sure you are assigned to the unit scope indicated above. If you do not know your unit scope assignment, please contact your Human Resource Office. If you file an application for this announcement and you are not assigned to the unit scope indicated above, **YOU WILL BE FOUND INELIGIBLE FOR THIS EXAM AND YOUR APPLICATION FEE WILL NOT BE REFUNDED.**
- 7 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 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.**

DPF-256A * Revised 03/09