

N.J.A.C. 4A:4-2.3(b) provides that applicants shall meet all requirements specified in the examination announcement by the announced 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

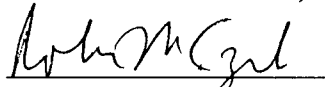
Initially, Agency Services correctly determined that the appellant was not eligible for the subject examination as she only listed her provisional experience in the title under test on her application. On appeal, she amends her application, indicating that she worked as a Registered Nurse with Alaris from November 2013 to June 2014. *N.J.A.C.* 4A:4-2.1(f) only permits an applicant to amend an application prior to the closing date. Regardless, this experience does not match the announced requirements as it was not in a public health field. However, the subject examination was cancelled due to a lack of qualified applicants and the appellant continues to serve provisionally in the title under test. Under these circumstances, good cause exists to relax *N.J.A.C.* 4A:4-2.3(b) and accept the appellant's provisional experience after the announced closing date, for eligibility purposes only, and admit her to the subject examination.

ORDER

Therefore, it is ordered that this appeal be granted, the examination cancellation be rescinded, and Ms. Collis' 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
15TH DAY OF JULY, 2015



Robert M. Czech
Chairperson
Civil Service Commission

Inquiries
and
Correspondence

Henry Maurer
Director
Division of Appeals
and Regulatory Affairs
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P.O. Box 312
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Attachment

- c. Felicia Collis
Kelly Glenn
Joseph Gambino



Job Announcements

Symbol: M0893S Title: **PUBLIC HEALTH NURSE**

Issue Date: 11/19/2014

Closing Date: 12/10/2014

Jurisdiction: JERSEY CITY

Salary: \$11,850.00 - \$45,477.00 Per Year

Num. of Positions: 1

Workweek: 28 Hours per week

Application Fee: \$25.00

OPEN TO RESIDENTS OF:

Jersey City

REQUIREMENTS:

EDUCATION: Graduation from an accredited college with a Bachelor's degree in Nursing or Public Health Nursing Science approved by the National League for Nursing. Please upload a copy of your transcript with your application. Failure to do so will result in ineligibility.

NOTE: Foreign transcripts must be evaluated by a recognized evaluation service. Please upload a copy of your evaluation with your application. Failure to do so will result in ineligibility.

EXPERIENCE: One (1) year of experience in a public health field or nursing experience gained while working under the close supervision of a licensed public health nurse.

NOTE: Nursing experience in a public health field may include experience with volunteer work, community service, or employment with a Visiting Nurse Association, hospital or other community-based public health partner agency, organization or health department that provides direct public health services to the population or that contracts such services to local health departments.

NOTE: Appointees are required to complete a course in population-based public health nursing within one (1) year of appointment.

LICENSE: Applicants must possess a current and valid registration as a Professional Nurse in the State of New Jersey. Please provide the specific details of your license, including the license number, as indicated in the license section of the application. Failure to do so will result in ineligibility.

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.

Customer Care and Technical Support: If you are having difficulty submitting your application online, customer care and technical support 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.

IMPORTANT INFORMATION:

1. NJAC 4A:4-2.3(b) states that all requirements must be met as of the closing date.
2. Online applications must be completed and submitted by the closing date listed above.
3. **You must complete your application in detail.** Your score may be based on a comparison of your background with the job requirements. **Failure to complete your application properly may lower your score or cause you to fail.**
4. If an employment list results from this announcement, it may be certified to fill full-time and part-time positions.
5. If the announcement is open to residents of more than one jurisdiction, the eligible list will be ranked according to that residency sequence. Please click here for additional information.
6. Effective September 1, 2011, the New Jersey First residency law was enacted. Please click here for additional information.
7. In accordance with Public Law 2010 c. 26, Veterans pay a reduced application fee of \$15.00 if they have previously established Veteran's Preference with the DMAVA (as defined by NJSA 11A:5-1 et seq) or their claim is approved by DMAVA at least 8 days prior to the issuance of the eligibility list. Please note this reduced fee does not apply to Public Safety titles.

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