

B-10



STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION
OF THE
CIVIL SERVICE COMMISSION

In the Matter of Pablo Lopez, Senior
Mail Clerk (S0423U), Statewide

CSC Docket Nos. 2017-1375

Examination Appeal

ISSUED: **MAY 05 2017** (SLK)

Pablo Lopez appeals the determination of the Division of Agency Services (Agency Services) that he did not meet the experience requirements for the open competitive examination for Senior Mail Clerk (S0423U), Statewide.

The examination at issue was announced with specific requirements that had to be met as of the June 15, 2016 closing date (see attached). A total of 93 individuals applied and there are 18 eligibles on the list. A review of the eligible list indicates that there are two eligibles who indicated that they are interested in employment in Passaic County. Certification OS170211 was issued to William Paterson University (William Paterson), which is located in Passaic County, containing the names of these two eligibles.

CONCLUSION

N.J.A.C. 4A:4-2.3(b)2 requires applicants to possess all the requirements specified in an announcement for an open competitive examination by the closing date. *N.J.A.C.* 4A:1-1.2(c) states that the Civil Service Commission (Commission) may relax a rule for good cause in order to effectuate the purposes of Title 11A, New Jersey Statutes.

Based on his application, Agency Services correctly determined that Mr. Lopez lacked eight months of the required experience as he only listed his provisional service in the subject title with William Paterson from March 2016 to

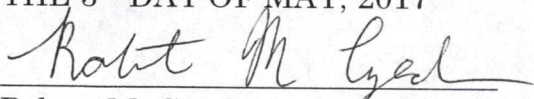
the June 15, 2016 closing date. On appeal, the appellant indicates that he also served in various mailroom positions in the private sector as far back as October 2007. Additionally, the appellant gained the required experience while serving provisionally after the closing date and he continues to serve provisionally in the title under test. Moreover, the record evidences that list is incomplete for William Paterson as there are only two eligibles on the list who expressed interested in working in Passaic County. Therefore, under these circumstances, good cause exists to relax the provisions of *N.J.A.C. 4A:4-2.3(b)2* and accept Mr. Lopez's provisional service in the subject title after the closing date and his experience working in mailrooms as far back as 2007, for eligibility purposes only, and admit him to the subject examination.

ORDER

Therefore, it is ordered that the appeal be granted and Pablo Lopez'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 3rd DAY OF MAY, 2017



Robert M. Czech
Chairperson
Civil Service Commission

Inquiries
and
Correspondence

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

Attachment

c: Pablo Lopez
Denise Robinson Lewis
Kelly Glenn
Records Center ✓



Job Announcements

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printable version

Symbol: S0423U

Title: SENIOR MAIL CLERK

Issue Date: 05/25/2016

Closing Date: 06/15/2016

Jurisdiction: STATE

Salary: \$27,988.07 - \$38,819.57 Per Year

Num. of Positions: 1

Workweek: 35 Hours per week

Application Fee: \$25.00

OPEN TO RESIDENTS OF:

New Jersey

REQUIREMENTS:

EXPERIENCE: One (1) year of experience in the collecting, sorting, and distributing of mail.

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.

NOTE: 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.

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.nj.gov 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. Effective September 1, 2011, the New Jersey First residency law was enacted. Please click here for additional information.
6. 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). Those claiming Veteran's Preference but have not yet received approval from DMAVA must pay the full application fee and may request a refund if the claim is approved at least 8 days prior to the issuance of the eligibility list. Please note this reduced fee does not apply to Public Safety titles.
7. Application fees submitted via personal check or money order must be postmarked within **five (5) business** days of submitting your application. If your fee is postmarked after five (5) business days, or is returned as invalid, you will be declared ineligible and denied admittance to the examination process.
 - Read Description of Job and Specification: **20433**
 - **Click here to apply via the Online Application System**

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