





insecticides, cutting greens, replacing sod as needed, and documenting records. It also states that he worked full-time as an Assistant Greenskeeper.

*N.J.A.C. 4A:4-2.6(c)* provides that applicants for promotional examinations with open competitive requirements may not use experience gained as a result of out-of-title work to satisfy the requirements for admittance to the examination or for credit in the examination process, unless good cause is shown for an exception.

## CONCLUSION

At the outset, it is noted that qualifying experience has the announced experience requirement as the primary focus of the position. Additionally, the online application process is automated and provides instructions to candidates on how to properly complete their applications. Eligibility for a given examination is determined based on the information provided on the application. The announcement states, "**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.**" The Online Application System User Guide repeats, "Failure to complete your application properly may cause you to be declared ineligible or may lower your score if your application is your test paper." The guide asks candidates to carefully review the application to ensure that it is complete and accurate before submitting, and states, if supplemental documents are required, they should be uploaded with the application or submitted within five business days of submitting the online application. In order to proceed to the payment section, candidates must certify that their applications are complete and accurate.

The appellant indicated that as an Assistant Greenskeeper he worked 30 hours per week, and he was credited with one year, two months of pro-rated experience. With the correction of this to full-time work, the appellant has another five months of experience, and lacks one year, six months of applicable experience.

As duties for his title as Laborer, he indicated that he:

Loads, lifts and moves equipment. Digs trenches and does manual grading. Collects rubbish and other refuse. Cuts grass. Trims hedges. Waters lawns, flowers, and vegetable beds. Loads and unloads trucks. Shovels snow, shovels gravel and sand. Whitewashes walls. Mixes cement and mortar. Places forms used in concrete work. Performs cold patching. Cleans up underbrush, foliage, vines, and weeds. Cuts down trees. Digs out stumps of trees, and digs out and destroys poisonous vines, weeds and undergrowth. Learns to operate construction and/or maintenance equipment. Operate a pneumatic drill. Operate and make minor repairs to street, road, and related



public works equipment. Rake asphalt mixtures used in paving to proper thickness and grade. Distribute asphalt mixtures to eliminate hollows and high spots in the surface under the construction or repair. Patch joints and edges of pavement with asphalt cement. Settle and smooth asphalt pavement. Operate and maintain asphalt heating kettle. Operates various types of power mower equipment to mow greens straight and true and cut roughs and fairways to the designated heights, exercising care not to injure turf or shrubbery. Sow seeds, replaces sod, removes weeds from the turf and sand traps, and rakes sand traps.

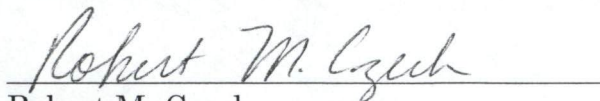
The description of duties provided by the appointing authority includes some of the duties listed by the appellant, and he was in the title Laborer. While the appellant's experience was not precisely mirror the requirements contained in the announcement, the totality of his experience as far back as 2009 warrants his admission to the subject examination. Additionally, the appellant continues to serve provisionally in the title under test and there were no admitted candidates. Thus, based on the documentation submitted and under these circumstances, good cause exists to accept Mr. Barreiro's out-of-title work experience to satisfy the requirements for the subject examination.

#### ORDER

Therefore, it is ordered that this appeal be granted, the examination cancellation be rescinded, and the appellant's application be processed.

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 3<sup>rd</sup> 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: Angel Barreiro  
Anthony De Nova  
Kelly Glenn  
Records Center



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



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

SYMBOL: <b>PC2040U</b>	WEIGHT CODE: *
TITLE: <b>SUPERVISING GREENSKEEPER</b>	SALARY: <b>\$54,826.00 - \$79,403.00</b>
ISSUE DATE: <b>November 01, 2016</b>	CLOSING DATE: <b>November 21, 2016</b>
TITLE CODE: <b>06729/ K3RRR1</b>	JURISDICTION CODE: <b>N1600055</b>
JURISDICTION: <b>PASSAIC COUNTY</b>	
DEPARTMENT: <b>PARKS AND RECREATION</b>	

Visit [www.state.nj.us/csc](http://www.state.nj.us/csc)  
 And select "Job Announcements"  
 to view this announcement and to file an application

**Open to employees in the competitive division who have completed their working test period as of the closing date and are currently serving in the following title(s):**

**Assistant Supervising Greenskeeper 06730**  
**Senior Greenskeeper 03348**

**Or to all employees in the competitive division who have completed their working test period as of the closing date and meet the requirements listed below:**

Experience: Four (4) years of experience involving the care and maintenance of a regulation golf course, including the operation of an underground irrigation system.

License: Appointees must possess a current and valid certificate as a commercial pesticide applicator issued by the New Jersey Department of Environmental Protection may be required. If you have the required certification, you must indicate this on your application; proof of the certification must be submitted with your application. Failure to do so will result in rejection from the examination process.

License: Appointees are 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. Appointees will be required to possess a valid Commercial Driver's License (CDL), Class B, for the class and type of vehicle being operated. 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.

**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. ONLY ON-LINE APPLICATIONS WILL BE ACCEPTED. 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 Department of Military and Veterans Affairs (DMAVA) (as defined by N.J.S.A. 11A:5-1 et seq.). Those claiming Veterans 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 this eligibility list. PLEASE NOTE THIS REDUCED FEE DOES NOT APPLY TO PUBLIC SAFETY TITLES. (i.e. Police, Fire, Corrections and Sheriff)
6. SPECIAL NOTE TO ALL APPLICANTS Please make sure you are assigned to the department indicated above. If you do not know your department, please contact your Human Resource Office. If you file an application for this announcement and you are not assigned to the department 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](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.
8. 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.