



B-15

STATE OF NEW JERSEY

In the Matter of Secretarial Assistant
2, Non-Stenographic (PS6093K), New
Lisbon Developmental Center

FINAL ADMINISTRATIVE ACTION
OF THE
CIVIL SERVICE COMMISSION

CSC Docket No. 2017-3608

Request for List Extension

ISSUED: JUN 12 2017

(RE)

The Division of Agency Services (DAS), on behalf of the New Lisbon Developmental Center, requests that the eligible list for Secretarial Assistant 2, Non-Stenographic (PS6093K) be revived and extended for one year beyond its original expiration date in order to fill future vacancies.

By way of background, the subject list, which contained five names, promulgated on April 10, 2014 and expired on April 9, 2017. The list was certified once and one appointment was made. In a letter dated March 31, 2017, the appointing authority notified DAS that it is awaiting freeze exemption approval to appoint from the subject list, and expresses a desire to not have the intended appointee go through the promotional examination process again.

Agency Services recommends approval of this request, stating that the list is complete, with four eligible candidates for appointment, and the appointing authority is working through the freeze exemption process.

N.J.A.C. 4A:4-3.3(a)1 and *N.J.A.C. 4A:4-3.4(a)5* provide that an eligible list may, for good cause, be revived and extended, except that no list shall have a duration of more than four years.

CONCLUSION

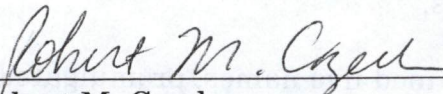
In the present matter, the appointing authority filed a request with the Civil Service Commission prior to the expiration of the subject list for an extension to allow it to make permanent appointments as needed. The list is complete and the appointing authority is working through the freeze exemption process. Therefore, good cause has been established to revive and extend the subject list for one year or until a new list is produced, whichever is first. In the absence of such extension, vacancies would have to be filled through provisional appointments, which are disfavored.

ORDER

Therefore, it is ordered that this request be granted and the subject eligible list be revived and extended for one year beyond its original expiration date.

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 7TH DAY OF JUNE, 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

c: Brenda Baxter
Kelly Glenn