



**STATE OF NEW JERSEY**

**FINAL ADMINISTRATIVE  
ACTION OF THE  
CIVIL SERVICE COMMISSION**

In the Matter of Robert Moore,  
Administrative Analyst 4  
(PS2138K), Department of Human  
Services

Examination Appeal

CSC Docket No. 2017-2355

**ISSUED:** July 31, 2017 (RE)

Robert Moore requests admittance to the promotional examination for Administrative Analyst 4 (PS2138K), Department of Children and Families.

The subject examination was announced on December 1, 2016, and the closing date was December 21, 2016. The exam was open to employees in the competitive division who are currently serving as Administrative Analyst 3, or to employees in the competitive division who met the open-competitive requirements as of the closing date. Only on-line applications were accepted, and the appellant did not submit one. Sixty-two candidates filed applications, twelve were admitted, and results are not yet available.

In his request, Mr. Moore argued that he missed the filing deadline as he was not notified of the examination, was not expecting an announcement until a prior list expired, and did not recognize this as a promotion as the title series numbering was changed. The appellant has not provided an application or application fee.

*N.J.A.C.* 4A:4-2.6(a)4 states that applicants for promotional examinations must meet all requirements by the announced closing date, including filing an application on or before the application filing date. *N.J.A.C.* 4A:4-2.1(e) states that applications for promotional examinations shall be filed with the appointing authority no later than the announced filing date.

## CONCLUSION

The appellant was not admitted to the subject examination since he did not file an application by the closing date. *N.J.A.C. 4A:4-2.1(b)* provides that notices of promotional examinations and applications shall be provided to eligible employees by the Commission or through the appointing authorities. The appointing authority shall conspicuously post notices at all geographic locations within the unit scope to which the examination is open, and shall maintain a record of such posting.

The appointing authority was not obligated to notify the appellant personally, as he was not serving as an Administrative Analyst 3. Candidates were notified via the announcement posted conspicuously in all geographic locations within the unit scope, and the announcement was posted on the Commission's website. It was clearly posted appropriately, as 62 candidates filed applications. It is the candidate's responsibility to check for announced postings for which the individual might be eligible, and to file applications for those examinations. The appellant has not proved that an error has been made by the appointing authority, nor has he submitted an application, prior to the December 21, 2016 closing date. The appellant has not met his burden of proof in this matter.

## ORDER

Therefore, it is ordered that this request be denied.

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  
THE 26<sup>th</sup> DAY OF JULY, 2017



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Robert M. Czedz, Chairperson  
Civil Service Commission

Inquiries  
and  
Correspondence

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

c: Robert Moore  
Linda Dobron  
Kelly Glenn  
Records Center