

was his understanding that since he was determined eligible and his name had been certified to a list, his resume was still in this agency's system. Additionally, he submits a letter of support from a Head Cottage Training Supervisor. Further, the appellant attaches his current resume that describes how he has performed the required duties while provisionally serving in the subject title and as a Cottage Training Technician.¹

CONCLUSION

N.J.A.C. 4A:4-2.1(f) provides that an applicant may amend a previously submitted application only prior to 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, New Jersey Statutes.

Initially, Agency Services correctly determined that the appellant was not eligible for the subject examination as he did not list any experience on his application. On appeal, the appellant explains that he thought Agency Services already had his resume since he had submitted it for a prior examination for the subject title where he been determined eligible. Additionally, on appeal, he submits a current resume that describes how he has performed the required duties while provisionally serving in the subject title and as a Cottage Training Technician. The importance of submitting a properly completed application that includes all of the necessary information cannot be overstated, since a complete application provides the only reliable barometer by which Agency Services can make the initial determination whether to admit or reject an applicant. Agency Services has no other tool to rely on in order to make this important initial assessment in an expeditious, fair and efficient manner. Although *N.J.A.C.* 4A:4-2.1(f) proscribes the amendment of an application after the closing date set in the announcement, the Civil Service Commission (Commission) finds that for equitable reasons it shall accept the appellant's amendment to his application. Specifically, although mistaken, the appellant explained why he thought Agency Services already had his resume and he sat for and passed the test for the subject announcement. Further, the Commission notes that the dual purpose of the Civil Service system is to ensure efficient public service for State and local governments and to provide appointment and advancement opportunities to Civil Service employees based on their merit and abilities. These interests are best served when more, rather than fewer, individuals are presented with employment opportunities. *See Communications Workers of America v. New Jersey Department of Personnel*, 154 *N.J.* 121 (1998). In this regard, the Commission is satisfied that the appellant's experience performing the required duties while provisionally serving in the subject title and as a Cottage Training Technician starting in April 2007 warrants his admission to the subject

¹ Personnel records indicate that the appellant was provisionally serving in the subject title from June 2017 to the October 23, 2017 closing date, a Cottage Training Technician from April 2007 to June 2017 and a Human Services Assistant from March 2006 to April 2007.

examination. Accordingly, good cause is established to relax the provisions of *N.J.A.C. 4A:4-2.1(f)* and admit the appellant to the subject examination.

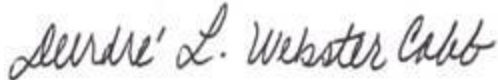
The Commission cautions the appellant that, in the future, he should ensure that any applications are fully and completely filled out as his failure to do so will be cause for rejection from the selection process. Finally, this determination is limited to the instant matter and does not provide precedent in any other matter.

ORDER

Therefore, it is ordered that the appeal be granted, and the appellant be added to the eligible list based on his examination score, 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 17th DAY OF OCTOBER, 2018



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