



**STATE OF NEW JERSEY**

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

In the Matter of David Conover,  
Storekeeper (C0145A),  
Warren County

Examination Appeal

CSC Docket No. 2020-397

**ISSUED:** October 29, 2019 (RE)

David Conover appeals the determination of the Division of Agency Services (Agency Services) which found that he did not meet the experience requirements for the open competitive examination for Storekeeper (C0145A), Warren County.

The subject examination announcement was issued with a closing date of February 21, 2019. The examination was open to residents of Warren County who met the announced requirements of two years of experience in the obtaining, recording, storing, safeguarding, and issuing of various types of equipment, materials, and supplies. The appellant was found to be below minimum requirements in experience. As there were no eligible candidates, the examination was cancelled on August 7, 2019.

The appellant listed one position on his application, provisional Storekeeper from November 2018 to February 2019. As such, he was credited with four months of applicable experience in this position, and thus was found to be lacking one year, eight months of qualifying experience.

On appeal, the appellant states that he should be eligible as he has been working for Warren County since November 2018, and he provides a detailed description of his duties. He states that he included on his application a position with Toys R Us Distribution Center, for which he provides duties. In support, the Warren County Personnel Department argues that the appellant did provide his Toys R Us Distribution Center position, and it submits a copy of an application that was not submitted. This unsubmitted application provides additional information

not included in the appellant's appeal, such as hours, supervisory information, and employer information.

## CONCLUSION

*N.J.A.C.* 4A:4-2.3(b) provides that applicants shall meet all requirements specified in the open competitive examination announcement by the closing date.

*N.J.A.C.* 4A:4-2.1(f) provides that an application may only be amended prior to the announced closing date.

In the instant matter, based on the information available to Agency Services, it appropriately found that the appellant was not qualified for the subject title based on his failure to meet the experience requirements. He listed one position, Storekeeper, and received credit for that position. Pursuant to *N.J.A.C.* 4A:4-2.1(f), any documentation indicating work in any setting that was not previously listed on an application or resume cannot be considered after the closing date. See *In the Matter of Joann Burch, et al.* (MSB, decided August 21, 2003) and *In the Matter of Rolanda Alphonso, et al.* (MSB, decided January 26, 2005). The application supplied on appeal has fields with entries for the appellant's Storekeeper and Toys R Us Distribution Center position, Clerical Specialist. However, once an application is submitted the entry boxes for the fields are not visible, and the application looks like a typed document. In this case, the submission is clearly not a final application, as the fields are visible. The actual submitted application has only the Storekeeper position listed.

In any event, a review of this additional information does not support that the appellant meets the announced requirements. The appellant listed his duties as a Clerical Specialist verifying counts and directing the merchandise to locations for storage, recording information, providing reports to distributors when incorrect, filing paperwork, and being a safety member. On appeal, the appellant adds that he checked packing slips and checked in merchandise for special orders, sent emails to managers regarding inventory, and had short daily meetings with managers, and ensured that team members were clean and ready for their shift. These duties do not span the scope of the required experience. That is, the appellant worked only with merchandise. His duties do not indicate that he obtained and issued various types of equipment, materials, and supplies. He recorded, stored, and safeguarded merchandise, which does not include various types of equipment and supplies.

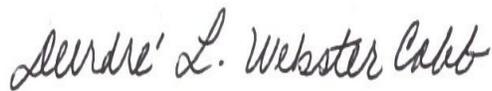
An independent review of all material presented indicates that the decision of Agency Services that the appellant did not meet the announced requirements for eligibility by the closing date is amply supported by the record. The appellant provides no basis to disturb this decision. Thus, the appellant has failed to support his burden of proof in this matter.

**ORDER**

Therefore, it is ordered that this appeal 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 ON  
THE 23<sup>rd</sup> DAY OF OCTOBER, 2019



Deirdré L. Webster Cobb  
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: David Conover  
Alex Lazorisak  
Kelly Glenn  
Records Center