

On appeal, the appellant argues that she meets the minimum requirements for the position. She states that she was performing administrative clerical work in her position as Assistant Team Leader with Liberty Travel and accrued applicable experience as a Secretary/Travel Agent with Foxmoor Travel.

CONCLUSION

N.J.A.C. 4A:4-2.6(a) provides that applicants shall meet all requirements specified in the promotional examination announcement by the closing date.

The appellant was deemed to be ineligible for the subject examination since she lacked the minimum experience. She was credited for six months in her provisional position. Her experience as a MVC Technician was not secretarial, but customer service oriented. As an Assistant Team Leader, the appellant was not performing any secretarial duties. Rather the primary focus of that position was sales of travel services and some bookkeeping duties. As a Secretary/Travel Agent with Foxmoor Travel, the appellant listed both secretarial duties and Travel Agent duties. However, most of duties were aligned with Travel Agent. Even if the appellant clarified this experience, it amounts to one year, seven months of full-time experience and the appellant would not meet the announced requirements.

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 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 6th DAY OF NOVEMBER, 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: Caitlin Keenan
Dana Foraker
Kelly Glenn
Records Center