



STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION  
OF THE  
CIVIL SERVICE COMMISSION

In the Matter of Brian Kalarjian,  
County Correction Sergeant  
(PC1542A), Monmouth County

CSC Docket No. 2020-1772

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Examination Appeal

ISSUED: APRIL 17, 2020 (SLK)

Brian Kalarjian requests to have his application and application processing fee for Sheriff’s Officer Sergeant (PC1562A), Monmouth County applied to County Correction Sergeant (PC1542A), Monmouth County.

The PC1542A examination at issue was announced with requirements that had to be met as of the November 21, 2019 closing date. Further, the announcement was reposted on this agency’s website and the application deadline was extended to January 21, 2020. There were 86 applicants for the subject examination and the examination has not yet been scheduled. The appellant did not apply for the subject examination by either application deadline. Rather, the appellant timely applied for the Sheriff’s Officer Sergeant, Monmouth County (PC1562A) examination. The appellant is currently a County Correctional Police Officer.

On appeal, the appellant states that in November 2019, he started his application for the PC1542A promotional examination. However, he encountered an issue which would not let him submit his application. Thereafter, the appellant restarted his application from scratch. However, he accidentally applied for the PC1562A examination instead of the PC1542A examination and did not notice his mistake until he received his notice of ineligibility for the PC1562A examination. He requests that his application and \$50 application processing fee for the PC1562A examination be applied to the PC1542A examination.

## CONCLUSION

*N.J.A.C.* 4A:4-2.1(e) provides that applications must be filed no later than the announced filing deadline. *N.J.A.C.* 4A:1-1.2(c) states that the Civil Service Commission (Commission) may relax a rule for good cause in order to effectuate the purposes of Title 11A, New Jersey Statutes.

In this matter, the appellant explains that he started to apply for the PC1542A examination when he encountered an issue that would not let him submit it. Thereafter, he restarted his application, but he accidentally submitted his application for the wrong examination, PC1562A. 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). Under these circumstances, the Commission finds that there is good cause to relax *N.J.A.C.* 4A:4-2.1(e) and allow the appellant to submit a late application for the subject examination. However, the appellant's request to apply his application and application processing fee from the PC1562A examination to the PC1542A examination is denied.

This determination is limited to the instant matter and does not provide precedent in any other matter.

## ORDER

It is ordered that this request be granted in part, and Brian Kalarjian be permitted to submit a late application for County Correction Sergeant (PC1542A), Monmouth County. It is further ordered that Kalarjian submit the attached promotional application and the \$50.00 application processing fee to the Division of Agency Services. The application and processing fee must be postmarked no later than 15 days from the issuance date of this decision. Upon receipt of the application and processing fee, it is ordered that his application be processed. Finally, if Kalarjian's application and the required payment are not postmarked on or before the 15th day after the issuance date of this decision, he will not be entitled to have an application for the subject examination processed.

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 15<sup>TH</sup> DAY OF APRIL, 2020

*Deirdre' L. Webster Cobb*

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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

Attachment

c: Brian Kalarjian  
Kelly Glenn  
Records Center

# APPLICATION FOR PROMOTIONAL EXAMINATION

## NEW JERSEY CIVIL SERVICE COMMISSION —County and Municipal Government

**\$ 50.00 FEE REQUIRED**  
**Make Check/Money Order Payable to NJCSC**

**FOR COMMISSION USE ONLY**

**INSTRUCTIONS:** Please print or type. Answer all pertinent questions and ensure that all information is accurate and complete. Sign your name in Block 11. **NOTE:** No additional information may be accepted after the last date for filing applications has passed. **If you change your address, you must notify the Civil Service Commission immediately in writing.**  
**Return your completed application no later than the last date for filing listed on the announcement to: NJ CSC, 44 S. Clinton Ave. PO Box 322, Trenton, N.J. 08625-0322**

FOR COMMISSION USE ONLY			2. Social Security Number:	3. Symbol:
<b>STATUS:</b> <input type="text"/>			* (see block 10 for additional information)	
<b>SEN:</b> <input type="text"/>	<b>UE:</b> <input type="text"/>	<b>REV</b>  <b>NO REV</b>		
<b>1. Title of Promotion:</b>  Note: Applications must be postmarked by			<b>4. Name &amp; Address:</b> Last: _____ First: _____ M.I. _____ Street: _____ City: _____ State: _____ Zip Code: _____ E-mail address: _____ County: _____ Daytime Telephone: _____ <span style="font-size: small;">(Area Code) - Number</span>	

### 5. BACKGROUND DATA

<b>5a. Education</b> (Indicate the highest level Diploma or Degree you have earned): <input type="checkbox"/> High School Diploma or GED <input type="checkbox"/> (A) Associate's Degree <input type="checkbox"/> (M) Master's Degree <input type="checkbox"/> (S) Some College but No Degree <input type="checkbox"/> (B) Bachelor's Degree <input type="checkbox"/> (D) Doctorate		
<b>5b. Completion of this part is VOLUNTARY and is to be used only for complying with EEOC Guidelines and the New Jersey State Affirmative Action Program.</b>		
<b>Gender:</b> <input type="checkbox"/> (1) Male <input type="checkbox"/> (2) Female	<b>Check the group you are a member of:</b> <input type="checkbox"/> (1) Black <input type="checkbox"/> (2) White <input type="checkbox"/> (3) Hispanic <input type="checkbox"/> (4) Asian <input type="checkbox"/> (5) American Indian or Alaskan Native	
<b>6. Check the county in which you prefer to take the examination.</b> (Check one box only) <input type="checkbox"/> (1) Camden <input type="checkbox"/> (2) Mercer <input type="checkbox"/> (3) Essex <input type="checkbox"/> (4) Monmouth <input type="checkbox"/> (6) Atlantic <input type="checkbox"/> (7) Bergen	<b>7. Are you claiming veterans preference?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO Check YES if you are claiming veterans preference for this examination. If you have established veterans preference since April 1, 1980, no further action is needed. Otherwise, complete a veterans preference claim form and include the required documents. Claim forms are available on our web site at <a href="http://www.state.nj.us/csc">www.state.nj.us/csc</a> and at our office at 44 S. Clinton Avenue, Trenton, NJ. Completed forms should be mailed to the Department of Military and Veterans' Affairs. For more information, visit their web site at <a href="http://www.state.nj.us/military">www.state.nj.us/military</a> or contact them at 1-888-865-8387.	
<b>8. ADA Assistance:</b> Check the box if you would like to be contacted regarding auxiliary aid or reasonable accommodation in taking this examination in accordance with the Americans with Disabilities Act. <input type="checkbox"/>		

<b>9. Present Permanent Title &amp; Appointment Date:</b>  <hr/> <b>Name &amp; Title of Immediate Supervisor:</b>  <hr/> <b>Telephone Number &amp; Email Address of Immediate Supervisor:</b>	* <b>10.</b> Your Social Security number will be kept confidential and used as your applicant I.D. number to identify and track all of your records and transactions associated with the application and testing process. Collecting this data is permissible under NJSA 11A:4-1, but its submission is voluntary. If you do not provide the number, a unique number will be assigned to you. However, once assigned, you will be responsible for remembering it for any inquiries you may have concerning your application or testing process.
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**11. Signature:** I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I understand that if my application is incomplete, it may be rejected. (WARNING: The Civil Service Commission may refuse to examine, or certify after examination, any applicant who makes a false statement of any material fact per NJAC 4A:4-6.2)

**FOR CSC ONLY**

**NOTE:** Your application may be released to the Appointing Authority for the purpose of verifying information with regard to your qualifications.

Signature..... Date.....