

In the Matter of Samantha Snyder (PM0737A), Monroe Township

CSC Docket No. 2020-1238

STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION OF THE CIVIL SERVICE COMMISSION

Examination Appeal

ISSUED:

JUNE 5, 2020

Samantha Snyder appeals the determination of the Division of Agency Services (Agency Services) which found that she was below the minimum requirements in experience for the promotional examination for Library Director (PM0737A), Monroe Township.

The examination at issue was announced with specific requirements that had to be met as of the closing date of June 21, 2019. The requirements were graduation from an accredited college or university with a Master's degree in Library or Information Science and five years of experience including work in the service, circulation, and reference areas, two years of which shall have been in a supervisory capacity. The subject examination was cancelled on November 8, 2019 since the appellant was the only applicant.

The appellant indicated on her application that she was serving provisionally in the title under test from November 2018 to the closing date, June 2019. She also indicated that she was a Librarian 3 from May 2015 to November 2018 and a Librarian with Cherry Hill Township from July 2010 to February 2015. From March 2006 to December 2020 she was a Librarian/Librarian Assistant Floater with Camden County Library and from July 2007 to July 2010 she was a Library Technical Assistant with the Cherry Hill Library. The appellant also listed experience as a Library Page and Library Assistant from April 2004 to July 2007. The appellant possesses a Master's degree in Library Science. Agency Services found that the appellant possessed the required general experience, but lacked ten months of supervisory experience.

On appeal, the appellant highlights her extensive education and experience in the management of various libraries. Based on her education and experience, the appellant maintains that she is qualified for the subject examination.

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. *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 purpose of Title 11A, New Jersey Statutes.

CONCLUSION

In the present matter, a review of the documentation demonstrates that initially, Agency Services correctly found that the appellant was short ten months of the required supervisory experience as of the announced closing date. However, a review of agency records indicates that the appellant continues to serve provisionally in the title under test and the examination was cancelled due to a lack of qualified applicants. Under these circumstances, there is good cause to relax the provisions of *N.J.A.C.* 4-2.6(a) and accept the appellant's provisional experience after the closing date and admit her to the subject examination. The appellant now has more than two years of the required supervisory experience. Accordingly, admitting the appellant to the subject examination will provide her with the opportunity to obtain permanent status as well as to provide an eligible list to the appointing authority.

ORDER

Therefore, it is ordered that this appeal be granted, the examination cancellation be rescinded, and the appellant's application be processed 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 DAY 3RD OF JUNE, 2020

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