

**STATE OF NEW JERSEY**

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

In the Matter of Tina Hoffman,  
Technical Assistant 1, Treasury  
(PS2806U), Department of the  
Treasury

Examination Appeal

CSC Docket No. 2021-77

**ISSUED: AUGUST 26, 2020 (SLK)**

Tina Hoffman requests to file a late application for the promotional examination for Technical Assistant 1, Treasury (PS2806U), Department of the Treasury.

The PS2806U examination at issue was announced with requirements that had to be met as of the March 23, 2020 closing date. There was one applicant for the subject examination and the list has not yet promulgated. The appellant is currently serving provisionally in the subject title.

On appeal, the appellant states that beginning on March 13, 2020, as her children’s schools closed due to the pandemic, she was out of the office to teach her children who were remote learning at home. Additionally, she was also involved in the care of her parents, which included her mother who was battling a health condition. The appellant explains that she intended to file for the subject examination. However, her work e-mail, which contained the information that she needed to file her application, was not correctly installed on her home computer. Further, she did not have access to her work desktop at that time to retrieve her resume.

**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 due to the pandemic and her children’s schools closing, she needed to be home starting March 13, 2020.

Additionally, the appellant presents that while she was home, she did not have access to her work computer, which contained her resume and other information needed to submit her application prior to the March 23, 2020 closing date. Further, the record indicates that the list is incomplete as there was only one applicant and the appellant is provisionally serving in the subject title. 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 file a late application for the subject examination.

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, and Tina Hoffman be permitted to submit a late application Technical Assistant 1, Treasury (PS2806U), Department of the Treasury. It is further ordered that Hoffman submit the attached promotional examination application and the \$25.00 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 her application be processed. Finally, if Hoffman's application and the required payment are not postmarked on or before the 15th day after the issuance date of this decision, she 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 19<sup>TH</sup> DAY OF AUGUST 2020

*Deirdre' L. Webster Cobb*

---

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: Tina Hoffman  
Douglas Ianni  
Agency Services  
Records Center