

Catherine Millian  
[REDACTED]  
[REDACTED]

August 10, 2016

Civil Service Commission  
Written Records Appeals Unit  
Division of Appeals & Regulatory Affairs  
PO Box 312  
Trenton, NJ 08625-0312

Symbol M0266U  
APP-ID # [REDACTED]2  
Title Recreation Program Coordinator

To Whom It May Concern,

I am writing this letter to appeal the decision made by your commission dated 08/03/2016. The reason for ineligibility stated was below minimum requirements in experience. I may have inadvertently not listed my experience when I filled out the application online. I have included my resume showing the many years I have in providing services in the operation of a recreation facility.

From 2011-2016 - I sat on the Recreation Commission. Three of those years I was the Chairperson. In the breakdown on the resume you can see that I ran all aspects of Recreation.

From 2009-2015 - I was the President of Hopatcong Little League. Also in the breakdown you can see I ran that sports organization for 5 years as president and 1 year as information officer.

I ask that you reverse this decision, since in fact I not only meet the one year experience requirement, I surpass it. Thank you for your help in this matter and I look forward to hearing from you.

Yours truly,

Catherine Millian



Chris Christie  
Governor  
Kim Guadagno  
Lt. Governor

STATE OF NEW JERSEY  
CIVIL SERVICE COMMISSION  
DIVISION OF APPEALS AND REGULATORY AFFAIRS  
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Robert M. Czech  
Chair/Chief Executive  
Officer

October 3, 2016

Catherine Millian  
[REDACTED]  
[REDACTED]

Re: Recreation Program Coordinator (M0266U) Hopatcong, CSC Docket  
No. 2017-514

Dear Ms. Millian:

This is in reply to your appeal submitted August 13, 2016, in which you state that you meet the requirements for the subject examination. You were found to be below minimum requirements in experience. On appeal, you provide a resume which indicates that you were a member of a Recreation Commission and the President of a Little League.

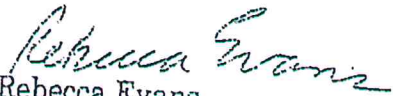
In reply, the announced experience requirements for this examination were one year of experience providing support services in the operation of a recreation facility. Candidates who did not possess the required experience could substitute 30 semester hour credits from an accredited college or university. These requirements had to be met as of the April 27, 2016 closing date. On your application, you indicated that you possessed no college credits and you listed two positions, provisional Recreational Program Coordinator (part-time, 32 hours per week), and Office Manager with Action Business Machines. You are credited with four months of prorated experience for your part-time provisional position, you were found to be lacking eight months of qualifying experience.

Pursuant to *N.J.A.C. 4A:4-2.1(f)*, any supplemental information received after the closing date cannot be considered. On appeal, you provide a resume with additional positions that had not been listed on your application. Your position as a bookkeeper is clearly inapplicable. You did not provide all of the requested information for your positions in community service, such as the number of hours worked per week, and the months of service. As such, aside from the fact that this is considered to be supplemental information, which cannot be accepted after the

closing date, it cannot be quantified. Further these services and positions do not have support services in the operation of a *recreation facility* as the primary focus.

Accordingly, there does not appear to be a basis on which to present your case to the Civil Service Commission for review. Therefore, we will consider the matter closed.

Sincerely,



Rebecca Evans  
Personnel and Labor Analyst

c: Kelly Glenn  
Robert Elia ✓  
Records Center