

B-16



	:	STATE OF NEW JERSEY
	:	
	:	FINAL ADMINISTRATIVE ACTION
	:	OF THE
In the Matter of James Galea, <i>et al.</i> ,	:	CIVIL SERVICE COMMISSION
County Correction Officer, Atlantic	:	
County	:	
	:	
CSC Docket Nos. 2014-1842	:	Classification Appeals
2014-1843	:	
2014-1841	:	
2014-1839	:	
2014-1840	:	
2014-1468	:	
		ISSUED: SEP - 4 2014 (RE)

James Galea, Jordan Ivy, Nicholas Lauletta, Jose Leon, Chris Neal, and Robin Warker, represented by George Hebert, President, Fraternal Order of Police, Atlantic Lodge #34, appeal the attached decisions of the Division of Classification and Personnel Management (CPM) that their positions are properly classified as County Correction Officer. They seek classifications of Clerk 2, Maintenance Repairer, Electrician, Carpenter, Painter, Locksmith, Plumber, and Welder in these proceedings.

The record in the present matter establishes that CPM conducted classification reviews of the individuals' positions after concerns were submitted by Mr. Herbert about Atlantic County having these individuals working out-of-title. CPM performed a detailed analysis of their Position Classification Questionnaires (PCQs) and related documentation, and on-site audits. All of the named individuals work at the Atlantic County Department of Public Safety, and are supervised by Jeffrey Giberson, a County Correction Sergeant. Each of these employees receives limited or general supervision and has no supervisory or lead worker responsibilities.

As described in the attached determinations, CPM found that, based on the primary duties of the positions, the individuals are properly classified in the title County Correction Officer. On appeal, the appellants argue that they routinely perform daily out-of-title duties. Mr. Galea states that he takes officer call outs; fills overtime for officers; processes requests for days off; and checks for warrants on new commitments. Mr. Ivy states that he takes officer call outs; fills overtime for

officers; and provides periodic lunch breaks for officers. Mr. Lauletta argues that he works as an Electrical Contractor, Union Carpenter, Professional Locksmith, and Union Plumber. Mr. Leon states that he takes officer call outs; fills overtime for officers; and works as a Union Carpenter, Union Plumber and Licensed Electrician. Mr. Neal states that he takes officer call outs; fills overtime for officers; works as a Union Carpenter, Union Plumber and Maintenance Repairer; and repairs and maintains HVAC units. Mr. Warker contends that he works as a Mail Clerk delivering mail to inmates and driving to various locations to deliver mail; and occasionally relieves an officer for lunch.

The appointing authority responded that County Correction Officers perform other related duties to maintain the security, safety and welfare of inmates. Specifically, it states that they provide food service; utilize and apply mechanical restraints; respond to medical emergencies; issue items to inmates required by law; perform searches; handle inmate problems such as incompatibility; interview inmates to ascertain criteria such as mental health and medical issues; write disciplinary charges; qualify with firearms to escort inmates; utilize electronic equipment to complete the admissions process; and process inmates for release. It requests that the appellants remain in their County Correction Officer title.

Mr. Hebert provided an additional submission on behalf of the appellants. This included affidavits from County Correction Officers, including himself, who witnessed the appellants performing out-of-title work, on an ongoing basis. He certifies that he believes that secretarial and clerical work performed by James Galea is his primary work assignment. Officer Christopher Frederick certifies that he believes that electrical work, repairs, plumbing repairs and lock repairs are the primary work assignment of Nicholas Lauletta. Officer Matthew Roscovich certifies that he believes that Nicholas Lauletta performs maintenance work for his entire shift and this is his primary work assignment, and that he believes that Jose Leon performs plumbing repairs, electrical work and carpentry as a primary work assignment. Officer Christopher Roeder certifies that he believes that Jose Leon performs electrical and lock repairs as his primary work assignment. Officer Christopher Roeder certifies that he believes Christopher Neal performs plumbing and HVAC repairs as a primary work assignment. Officer Robert Murie certifies that he believes that maintenance work and repairs, and plumbing repairs constitute Christopher Neal's primary work assignment. Officer Carlos Valencia certifies that he believes that Robin Warker distributes mail to inmates and delivers mail to the County courthouse as his primary work assignment.

CONCLUSION

The definition section of the job specification for County Correction Officer states:

Under supervision during an assigned tour of duty at a correctional facility, guard inmates serving court imposed sentences for the commission of criminal offenses; does other related duties.

It is long-standing policy that upon review of a request for position classification, when it is found that the majority of an incumbent's duties and responsibilities relate to the examples of work found in a particular job specification, that title is deemed the appropriate title for the position. Moreover, it is permissible for employees to be assigned some work duties above or below the proper level of their titles. However, those duties cannot constitute the primary focus of the employee's duties and should only be occasionally assigned, for example, for such reasons as emergency coverage. Classification determinations are based on those duties which are considered to be the *primary* focus of the appellant's duties and responsibilities that are performed on a regular, recurring basis. *See In the Matter of David Baldasari* (Commissioner of Personnel, decided August 22, 2006). Each of the audited positions have specific tasks assigned to them, and the mere fact that the incumbent of a position performs other duties does not establish that those duties are the primary focus of the position. County Correction Officer duties involve such activities as observing conduct and behavior to prevent disturbances and escapes; inspecting locks, doors and window bars for tampering; searching inmates and cells for contraband activities; guarding and directing inmates during work assignments; patrolling assigned areas for evidence of forbidden acts, infractions or unsatisfactory attitudes; employing force to maintain order; and changing undesirable attitudes and behavior patterns.

Regarding Mr. Galea's position, this appellant listed two duties on his position classification questionnaire (PCQ). He indicated that for 70% of the time he performs duties to maintain security inside and outside the facility; and for 30% of the time he performs such duties as preparing daily staffing schedules, reading incident reports and preparing a summary to distribute, reviewing logs, counting sheets and inventories for deficiencies and discrepancies, and creating inmate recreation schedules.

Mr. Ivy indicated on his PCQ that for 40% of the time he provides security of the facility and inmates; for 30% of the time he is responsible for overseeing visiting; for 20% of the time he is in the justice facility lobby monitoring people entering the building; for 10% of the time he runs restraining orders and warrants; and for 10% of the time he is involved with maintenance, such as escorting contractors through the facilities, escorting inmates as they perform maintenance and snow removal, and assisting with securing facility clean up after natural disasters.

With respect to Mr. Lauletta's position, he indicated that for 90% of the time he escorts inmates and contractors and provides security. He also indicated the he

escorts contractors in the facility and maintains their tool inventory, monitors and adjusts the HVAC, takes inventory of and maintains equipment in the maintenance shop, repairs and replaces facility locks, supervises inmates performing maintenance, inspects boiler rooms for maintenance and security issues; and replaces microwaves in housing units. He indicated that for 10% of the time he collects maintenance reports and updates the database. It is noted that this appellant did not properly complete his PCQ. Effectively, by combining most of his duties into one category, performed 90% of the time, the appellant provides no specific information regarding how much time he is spending, for example, providing security versus repairing and replacing facility locks. One of these duties has nothing to do with the other, and it is unclear why the appellant felt that it was acceptable to include all of this information in one category. Some of these responsibilities pertain to security, such as fixing locks, but some do not, such as replacing broken microwaves. His supervisor stated that the appellant provides security by inspecting and maintaining locks, escorting contractors and maintaining their tool inventories, and escorting inmates to maintenance details.

Mr. Leon provided 21 duties on his PCQ, nine of which were performed 1% of the time each. His major duties include: for 20% of the time, he tracks and maintains security keys; for 20% of the time he ensures security gates and locks are working, and fixes or has an outside contractor fix locks which are not working; for 6% of the time he escorts contractors through the facility; for 5% of the time he creates recreation schedules; for 5% of the time he creates identification badges for personnel entering the facility; for 5% of the time he checks radios and batteries and sends out radios not working to be fixed; for 5% of the time he orders supplies for inmate use and upkeep of the facility; for 5% of the time he registers spray and handcuffs in a database and ensures that officers have lockers; for 5% of the time he generates reports of overtime, runs, injuries, time off, projects, visitors and other information; for 5% of the time he tracks grievances and discrepancies regarding inmate phones and contacts vendors to fix phones; for 5% of the time he provides security in the front lobby; and for 5% of the time he runs and executes warrants.

Regarding Mr. Neal's duties, he listed on his PCQ that for 75% of the time he has care, custody and control of inmates as they maintain the facility. For 25% of the time, he performs a variety of other duties which are not necessarily related. These duties include performing random inspections, and reporting and correcting issues; "on call maintenance officer monthly;" performing visual inspections of vehicles; escorting vendors and contractors to the facility; inspecting and maintaining fire equipment; performing medical transports; running warrant searches; creating an inmate recreation schedule; maintaining the employee database and an overtime list; "lawyer interviews, visiting, grounds patrol, and lobby searches;" and maintaining a material data sheet database.

Mr. Warker provided eight duties on his PCQ: for 40% of the time he gets housing locations on inmate mail and searches mail for contraband or security threats; for 20% of the time he delivers mail and paperwork to inmates; for 10% of the time he sorts mail; for 10% of the time he states that he "break[s] AXD housing and take my lunch break;" for 5% of the time he picks up any outgoing mail or paperwork; for 5% of the time he delivers mail to the courthouse and the Sheriff's Office and picks up paperwork for the County courier; for 5% of the time he goes to the post office for certified mail orders, puts money orders on inmate accounts and returns mail back to senders; and for 5% of the time he orders barber equipment and cleans and inspects barber boxes.

It is noted that a disputed task not specifically addressed in a job specification may be considered acceptable related work based on nature and frequency, so long as there is a nexus between the disputed task and the primary focus of the job specification. *See In the Matter of Mary Ann Unger, Department of Labor*, (Commissioner of Personnel, decided October 1, 1991) (infrequent desk-top publishing duties for report preparation appropriate for Labor Market Analyst 2); *In the Matter of Robert Maulano, Department of Military and Veterans Affairs*, (Commissioner of Personnel, decided February 3, 1992) (transport of postage meter used by Veterans Service Officer to Post Office for periodic servicing not out-of-title work for Veterans Service Officer); *In the Matter of Joseph Omlar, et al., Department of Human Services*, (Commissioner of Personnel, decided March 10, 1995) (supervision of inmate work details not out-of-title for Senior Repairers); *In the Matter of Jane Pedrick, Department of Corrections*, (Commissioner of Personnel, decided September 12, 1996) (once a month delivery of mail in conjunction with pay check delivery not out-of-title work for Personnel Aide 1); and *In the Matter of Wilson Santiago, East Jersey State Prison* (Commissioner of Personnel, decided December 8, 1999) (supervision of repair and maintenance of recreation equipment and facilities appropriate for Supervisor of Recreation).

In the matter at hand, Mr. Galea states that he takes officer call outs; fills over-time for officers; processes requests for days off; and checks for warrants on new commitments. Mr. Herbert certified that he believes that secretarial and clerical work constitute Mr. Galea's primary work assignment. A review of the PCQ indicates that Mr. Galea prepares daily staffing schedules, reads incident reports and prepares a summary to distribute, reviews logs, count sheets and inventories for deficiencies and discrepancies, and creates inmate recreation schedules, for 30% of his time. There is a nexus between these duties and the primary focus of the County Correction Officer title. Mr. Galea's duties of taking officer call outs; filling overtime for officers; processing requests for days off; and checking for warrants on new commitments are all duties related to the title. For 70% of the time the appellant maintains security in the facility, including transporting inmates, which falls squarely in the County Correction Officer realm of job responsibilities.

Mr. Ivy's disputed duties include taking officer call outs; filling overtime for officers; and providing periodic lunch breaks for officers. Clearly, these duties are related to the title and do not establish that the appellant performs the work of a Clerk 2 and a Maintenance Repairer. A review of his PCQ shows that the majority of this time he is in providing for the security of the facility, inmates, and visitors. Nothing in his PCQ supports the contention that he is performing out-of-title work.

Mr. Lauletta argues that he works as an Electrical Contractor, Union Carpenter, Professional Locksmith, and Union Plumber. Two officers certified that they believe that electrical work, repairs, plumbing repairs, lock repairs, and maintenance work constitute his primary work assignment. In contrast, Mr. Lauletta indicated on his PCQ that 90% of the time he escorted inmates and contractors, and provided security. Although he provided a list of functions underneath this main heading, he did not provide the amount of time he spent performing each duty. Nevertheless, there is a nexus between many of the functions he listed and the primary focus of the County Correction Officer title. For example, repairing and replacing facility locks is essential for security. He performs inspections of boiler rooms for security issues as well as for maintenance issues. This appellant did not list any electrical, carpentry or plumbing tasks on his questionnaire. While monitoring and adjusting the HVAC and replacing broken microwaves have no apparent relationship to the County Correction Officer title, the record does not establish that this was the primary focus of the position. Rather, security of inmates in the facility is the primary focus. Without further information regarding the importance of these duties or the amount of time spent performing these duties, they are incidental to the preponderance of other duties related to security. In addition, the appellant's supervisor has indicated that the duties are 100% related to institutional security.

Mr. Leon states that he takes officer call outs; fills overtime for officers; and works as a Union Carpenter, Union Plumber and Licensed Electrician. Two officers certified that they believe that plumbing repairs, electrical work, carpentry, and lock repairs constitute his primary work assignment. Mr. Leon provided an extensive list of duties on his PCQ, including, tracking and maintaining security keys, ensuring security gates and locks are working, and fixing locks or having locks fixed, escorting contractors in the facility, creating inmate recreation schedules and identification badges for personnel entering the facility, provide security in the front lobby, and runs and executes warrants. These duties are all pertinent to County Correction Officer duties, or related duties, and constitute 66% of his working time. No carpentry, electrical and plumbing duties are evident on his questionnaire. There is a nexus between his remaining duties and the primary focus of the title. For example, it is essential that officers have working radios, lockers, and other equipment which must be inventoried, maintained and accounted for.

Mr. Neal states that he takes officer call outs; fills overtime for officers; works as a Union Carpenter, Union Plumber and Maintenance Repairer; and repairs and maintains HVAC units. Two officers certified that they believe that plumbing and HVAC repairs, and maintenance work and repairs, and plumbing repairs constitute his primary work assignment. Mr. Neal listed on his PCQ that he had care, custody and control of inmates as they maintain the facility for 75% of the time. Most of the remaining duties, including inspections, escorting vendors and contractors, transporting inmates, running warrant searches, creating an inmate recreation schedule, overseeing visitors, and performing ground patrol and lobby searches have a logical nexus to the title assigned to the position. A few duties, such as performing visual inspections of vehicles and maintaining the employee database and an overtime list, are not clearly related to County Correction Officer duties, but these do not constitute the majority of duties performed.

Mr. Warker contends that he works as a Mail Clerk delivering mail to inmates and driving to various locations to deliver mail; and occasionally relieves an officer for lunch. One officer believes that Mr. Warker distributes mail to inmates and delivers mail to the County courthouse as his primary work assignment. A review of Mr. Warker's PCQ indicates that for 20% of the time he delivers mail and paperwork to inmates, and for 40% of the time he gets housing locations on inmate mail and searches mail for contraband or security threats. Neither of these duties should be performed by a civilian Mail Clerk, as they require contact with inmates and training in contraband or security threats. They also constitute the majority of his duties. While the appellant's duties have a significant clerical component, there can only be one primary focus for any position, and any non-security related duties do not constitute the majority of duties performed.

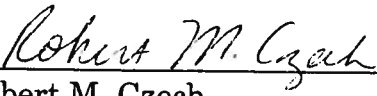
The preponderance of the evidence does not establish that any of these positions, as reviewed by CPM, have duties other than County Correction Officer as the primary focus.

ORDER

Therefore, the positions of James Galea, Jordan Ivy, Nicholas Lauletta, Jose Leon, Chris Neal, and Robin Warker are properly classified as County Correction Officer.

This is the final administrative determination in these matters. Any further review is to be pursued in a judicial forum.

DECISION RENDERED BY THE
CIVIL SERVICE COMMISSION ON
THE 3rd DAY OF SEPTEMBER, 2014


Robert M. Czech
Chairperson
Civil Service Commission

Inquiries
and
Correspondence

Henry Maurer
Director
Division of Appeals and Regulatory Affairs
Civil Service Commission
Written Record Appeals Unit
P. O. Box 312
Trenton, New Jersey 08625-0312

Attachments

c: James Galea
Jordan Ivy
Nicholas Lauletta
Jose Leon
Chris Neal
Robin Warker
George Hebert
Dennis Levinson
Kenneth Connolly
Joseph Gambino



Chris Christie
Governor
Kim Guadagno
Lt. Governor

STATE OF NEW JERSEY
CIVIL SERVICE COMMISSION
DIVISION OF CLASSIFICATION AND PERSONNEL MANAGEMENT
P.O. BOX 313
TRENTON, NEW JERSEY 08625-0313

Robert M. Czech
Chair/Chief Executive Officer

November 4, 2013

Dennis Levinson,
County Executive
Atlantic County
333 Atlantic Avenue
Atlantic City, NJ 08401

Re: James Galea

Dear Mr. Levinson:

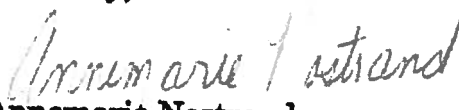
This is in response to the meeting held with Mr. George Hebert, FOP Atlantic Lodge 34 President, Nora Koch, Assistant Director, Classification and Personnel Management and Cynthia Cotton, Human Resource Consultant 3. Mr. Hebert stated and provided written documentation that ten (10) County Correction Officers are working out of title. His documentation alleged that the County Correction Officers are working in such titles as Electrician, Carpenter, Mail Clerk, Painter, Locksmith, Maintenance Repairer, Plumber, Welder, and Clerk 2.

To ensure that the County Correction Officers are properly classified, we requested to review their assigned duties. To facilitate the review and to ensure that the ten County Correction Officers are properly classified, the Civil Service Commission requested that each one of the ten (10) County Correction Officers submit a Position Classification Questionnaire.

This office has conducted a thorough review of Mr. James Galea's submitted Position Classification Questionnaire (DPF-44), as well as, the results of an onsite audit conducted on May 7, 2013, coupled with the fact that his supervisor, Mr. Jeffrey Giberson, County Corrections Sergeant, is in agreement with his stated duties, it is our determination that the appropriate classification for the preponderance of the assigned duties is County Corrections Officer. This action shall be effective December 12, 2012.

Please be advised that in accordance with *N.J.A.C. 4A:3-3.9*, you may appeal this decision within twenty (20) days of receipt of this letter. The appeal should be addressed to the Written Records Appeals Unit, Division of Appeals and Regulatory Affairs, P.O. Box 812, Trenton, New Jersey 08625-0312. Please note that the submission of an appeal must include written documentation and/or argument substantiating the portions of the determination being disputed and the basis for the appeal, along with a copy of this determination letter.

Sincerely,


Annemarie Nostrand,
Team Leader

CC

c: James Galea
George Hebert
Log #12120250



Chris Christie
Governor
Kim Guadagno
Lt. Governor

STATE OF NEW JERSEY
CIVIL SERVICE COMMISSION
DIVISION OF CLASSIFICATION AND PERSONNEL MANAGEMENT
P.O. BOX 313
TRENTON, NEW JERSEY 08625-0313

Robert M. Czech
Chair/Chief Executive Officer

November 4, 2013

Dennis Levinson,
County Executive
Atlantic County
333 Atlantic Avenue
Atlantic City, NJ 08401

Re: Jordan Ivy

Dear Mr. Levinson:

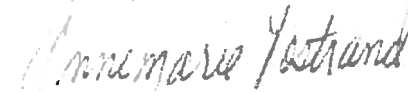
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To ensure that the County Correction Officers are properly classified, we requested to review their assigned duties. To facilitate the review and to ensure that the ten County Correction Officers are properly classified, the Civil Service Commission requested that each one of the ten (10) County Correction Officers submit a Position Classification Questionnaire.

This office has conducted a thorough review of Mr. Jordan Ivy's submitted Position Classification Questionnaire (DPF-44), as well as, the results of an onsite audit conducted on May 7, 2013, coupled with the fact that his supervisor, Mr. Jeffrey Giberson, County Corrections Sergeant, is in agreement with his stated duties, it is our determination that the appropriate classification for the preponderance of the assigned duties is County Corrections Officer. This action shall be effective December 12, 2012.

Please be advised that in accordance with *N.J.A.C. 4A:3-3.9*, you may appeal this decision within twenty (20) days of receipt of this letter. The appeal should be addressed to the Written Records Appeals Unit, Division of Appeals and Regulatory Affairs, P.O. Box 312, Trenton, New Jersey 08625-0312. Please note that the submission of an appeal must include written documentation and/or argument substantiating the portions of the determination being disputed and the basis for the appeal, along with a copy of this determination letter.

Sincerely,

A handwritten signature in cursive script that reads "Annemarie Nostrand".

Annemarie Nostrand,
Team Leader

CC
c: Jordan Ivy
George Hebert
Log #12120250



Chris Christie
Governor
Kim Guadagno
Lt. Governor

STATE OF NEW JERSEY
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Robert M. Czech
Chair/Chief Executive Officer

November 4, 2013

Dennis Levinson,
County Executive
Atlantic County
333 Atlantic Avenue
Atlantic City, NJ 08401

Re: Nicholas Lauletta

Dear Mr. Levinson:

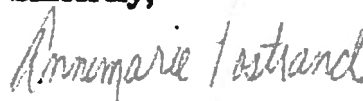
This is in response to the meeting held with Mr. George Hebert, FOP Atlantic Lodge 34 President, Nora Koch, Assistant Director, Classification and Personnel Management and Cynthia Cotton, Human Resource Consultant 3. Mr. Hebert stated and provided written documentation that ten (10) County Correction Officers are working out of title. His documentation alleged that the County Correction Officers are working in such titles as Electrician, Carpenter, Mail Clerk, Painter, Locksmith, Maintenance Repairer, Plumber, Welder, and Clerk 2.

To ensure that the County Correction Officers are properly classified, we requested to review their assigned duties. To facilitate the review and to ensure that the ten County Correction Officers are properly classified, the Civil Service Commission requested that each one of the ten (10) County Correction Officers submit a Position Classification Questionnaire.

This office has conducted a thorough review of Mr. Nicholas Lauletta's submitted Position Classification Questionnaire (DPF-44), as well as, the results of an onsite audit conducted on May 7, 2013, coupled with the fact that his supervisor, Mr. Jeffrey Giberson, County Corrections Sergeant, is in agreement with his stated duties, it is our determination that the appropriate classification for the preponderance of the assigned duties is County Corrections Officer. This action shall be effective December 12, 2012.

Please be advised that in accordance with *N.J.A.C. 4A:3-3.9*, you may appeal this decision within twenty (20) days of receipt of this letter. The appeal should be addressed to the Written Records Appeals Unit, Division of Appeals and Regulatory Affairs, P.O. Box 312, Trenton, New Jersey 08625-0312. Please note that the submission of an appeal must include written documentation and/or argument substantiating the portions of the determination being disputed and the basis for the appeal, along with a copy of this determination letter.

Sincerely,

A handwritten signature in cursive script that reads "Annemarie Nostrand".

Annemarie Nostrand,
Team Leader

CC
c: Nicholas Lauletta
George Hebert
Log #12120250



STATE OF NEW JERSEY
CIVIL SERVICE COMMISSION

DIVISION OF CLASSIFICATION AND PERSONNEL MANAGEMENT
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November 4, 2013

Dennis Levinson,
County Executive
Atlantic County
333 Atlantic Avenue
Atlantic City, NJ 08401

Re: Jose Leon

Dear Mr. Levinson:

This is in response to the meeting held with Mr. George Hebert, FOP Atlantic Lodge 34 President, Nora Koch, Assistant Director, Classification and Personnel Management and Cynthia Cotton, Human Resource Consultant 3. Mr. Hebert stated and provided written documentation that ten (10) County Correction Officers are working out of title. His documentation alleged that the County Correction Officers are working in such titles as Electrician, Carpenter, Mail Clerk, Painter, Locksmith, Maintenance Repairer, Plumber, Welder, and Clerk 2.

To ensure that the County Correction Officers are properly classified, we requested to review their assigned duties. To facilitate the review and to ensure that the ten County Correction Officers are properly classified, the Civil Service Commission requested that each one of the ten (10) County Correction Officers submit a Position Classification Questionnaire.

This office has conducted a thorough review of Mr. Jose Leon's submitted Position Classification Questionnaire (DPF-44), as well as, the results of an onsite audit conducted on May 7, 2013, coupled with the fact that his supervisor, Mr. Jeffrey Giberson, County Corrections Sergeant, is in agreement with his stated duties, it is our determination that the appropriate classification for the preponderance of the assigned duties is County Corrections Officer. This action shall be effective December 12, 2012.

Please be advised that in accordance with *N.J.A.C. 4A:3-3.9*, you may appeal this decision within twenty (20) days of receipt of this letter. The appeal should be addressed to the Written Records Appeals Unit, Division of Appeals and Regulatory Affairs, P.O. Box 312, Trenton, New Jersey 08625-0312. Please note that the submission of an appeal must include written documentation and/or argument substantiating the portions of the determination being disputed and the basis for the appeal, along with a copy of this determination letter.

Sincerely,



Annemarie Nostrand,
Team Leader

CC

c: Jose Leon
George Hebert
Log #12120250



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Kim Guadagno
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STATE OF NEW JERSEY
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Robert M. Czech
Chair/Chief Executive Officer

November 4, 2013

Dennis Levinson,
County Executive
Atlantic County
333 Atlantic Avenue
Atlantic City, NJ 08401

Re: Chris Neall

Dear Mr. Levinson:


This is in response to the meeting held with Mr. George Hebert, FOP Atlantic Lodge 34 President, Nora Koch, Assistant Director, Classification and Personnel Management and Cynthia Cotton, Human Resource Consultant 3. Mr. Hebert stated and provided written documentation that ten (10) County Correction Officers are working out of title. His documentation alleged that the County Correction Officers are working in such titles as Electrician, Carpenter, Mail Clerk, Painter, Locksmith, Maintenance Repairer, Plumber, Welder, and Clerk 2.

To ensure that the County Correction Officers are properly classified, we requested to review their assigned duties. To facilitate the review and to ensure that the ten County Correction Officers are properly classified, the Civil Service Commission requested that each one of the ten (10) County Correction Officers submit a Position Classification Questionnaire.

This office has conducted a thorough review of Mr. Chris Neall's submitted Position Classification Questionnaire (DPF-44), as well as, the results of an onsite audit conducted on May 7, 2013, coupled with the fact that his supervisor, Mr. Jeffrey Giberson, County Corrections Sergeant, is in agreement with his stated duties, it is our determination that the appropriate classification for the preponderance of the assigned duties is County Corrections Officer. This action shall be effective December 12, 2012.

Please be advised that in accordance with *N.J.A.C. 4A:3-3.9*, you may appeal this decision within twenty (20) days of receipt of this letter. The appeal should be addressed to the Written Records Appeals Unit, Division of Appeals and Regulatory Affairs, P.O. Box 312, Trenton, New Jersey 08625-0312. Please note that the submission of an appeal must include written documentation and/or argument substantiating the portions of the determination being disputed and the basis for the appeal, along with a copy of this determination letter.

Sincerely,


Annemarie Nostrand,
Team Leader

CC

c: Chris Neall
George Hebert
Log #12120250



Chris Christie
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Kim Guadagno
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STATE OF NEW JERSEY
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Robert M. Czech
Chair/Chief Executive Officer

November 4, 2013

Dennis Levinson,
County Executive
Atlantic County
333 Atlantic Avenue
Atlantic City, NJ 08401

Re: Robin Warker

Dear Mr. Levinson:

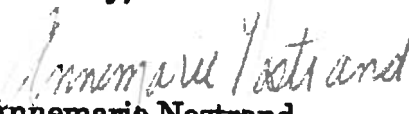
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To ensure that the County Correction Officers are properly classified, we requested to review their assigned duties. To facilitate the review and to ensure that the ten County Correction Officers are properly classified, the Civil Service Commission requested that each one of the ten (10) County Correction Officers submit a Position Classification Questionnaire.

This office has conducted a thorough review of Mr. Robin Warker's submitted Position Classification Questionnaire (DPF-44), as well as, the results of an onsite audit conducted on May 7, 2013, coupled with the fact that his supervisor, Mr. Jeffrey Giberson, County Corrections Sergeant, is in agreement with his stated duties, it is our determination that the appropriate classification for the preponderance of the assigned duties is County Corrections Officer. This action shall be effective December 12, 2012.

Please be advised that in accordance with N.J.A.C. 4A:3-3.9, you may appeal this decision within twenty (20) days of receipt of this letter. The appeal should be addressed to the Written Records Appeals Unit, Division of Appeals and Regulatory Affairs, P.O. Box 312, Trenton, New Jersey 08625-0312. Please note that the submission of an appeal must include written documentation and/or argument substantiating the portions of the determination being disputed and the basis for the appeal, along with a copy of this determination letter.

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Team Leader

CC
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