



STATE OF NEW JERSEY
CIVIL SERVICE COMMISSION

Chris Christie
Governor
Kim Guadagno
Lt. Governor

Robert M. Czech
Chair/Chief Executive Officer

**MINUTES OF REGULAR MEETING OF
THE CIVIL SERVICE COMMISSION
APRIL 6, 2011**

**Robert M. Czech, Chairperson
Robert E. Brenner
Thomas J. Perna
Richard E. Williams**

April 6, 2011

A regular meeting of the Civil Service Commission was held on Wednesday, April 6, 2011, in Trenton, New Jersey.

PRESENT: Robert M. Czech, Chairperson, Members Robert E. Brenner, Thomas J. Perna and Richard E. Williams; Pamela Ullman, Deputy Attorney General; Henry Maurer, Director, Division of Merit System Practices and Labor Relations.

In accordance with L.1975, c.231, Robert M. Czech, Chairperson, opened the meeting with the following statement:

Notice of this meeting was filed with the Secretary of State and sent to the Trentonian, Trenton Times, Courier-Post and Star Ledger on December 20, 2010, and posted at the Civil Service Commission, 3 Station Plaza, Trenton, New Jersey.

All actions were by unanimous vote unless otherwise specified.

SECTION A – HEARING MATTERS

A-1 In the Matter of Warren Berry
Motor Vehicle Commission
Removal

In the Matter of Nicole Blaine
Hagedorn Psychiatric Hospital
Department of Human Services
Removal

In the Matter of Navonda Booze
New Jersey Memorial Home-Vineland
Department of Military and Veterans' Affairs
Removal

In the Matter of Camille Brown
City of Newark
Police Department
Suspension

In the Matter of Melissa Capanna
Gloucester Township
Police Department
Suspension

In the Matter of Shannon Conway
Monmouth County
Sheriff's Department
Suspension

VOTE:	Robert M. Czech	(Abstained)
	Robert E. Brenner	(Yes)
	Thomas J. Perna	(Yes)
	Richard E. Williams	(Yes)

In the Matter of Phyllis Johnson-Cooper
Ancora Psychiatric Hospital
Department of Human Services
Removal

In the Matter of Janet Decker

Hunterdon Developmental Center
Department of Human Services
Removal

In the Matter of Reynaldo Diaz
City of Newark
Police Department
Suspension

In the Matter of Michael Ferlise
State Parole Board
Suspension

In the Matter of David Gonzalez
New Jersey City University
Department of Higher Education
Resignation not in good standing

In the Matter of Wendell Harper
City of Newark
Police Department
Back pay

In the Matter of Bernard Madgey
Township of Voorhees
List Bypass

In the Matter of Eric Mattocks
Camden County Municipal Utilities Authority
Removal

In the Matter of Anita McClain
City of Newark
Police Department
Suspension

In the Matter of Bradley McClain
Hunterdon Developmental Center
Department of Human Services
Removal

In the Matter of Isaiah McClain

North Jersey Developmental Center
Department of Human Services
Suspension

In the Matter of Ellen McMenemy
Township of Brick
School District
Removal

In the Matter of Bryan Miller
Hunterdon Developmental Center
Department of Human Services
Removal

In the Matter of Katrina Howard-Pemberton
Hunterdon Developmental Center
Department of Human Services
Resignation not in good standing

In the Matter of Laurel Rogers
City of Trenton
Police Department
Suspension

In the Matter of Annie Crawford-Sykes
Judiciary, Superior Court Clerk's Office
Suspension

In the Matter of Robert Weeks
North Brunswick
Department of Community Development
Layoff

In the Matter of Anthony L. White
Willingboro Township
Police Department
Removal

In the Matter of Andre Williams
New Lisbon Developmental Center
Department of Human Services
Removal

In the Matter of Chantina Wilson

Hunterdon Development Center
Department of Human Services
Suspension

In the Matter of Claudette Wright
Union County
Department of Human Services
Suspension

Elijah Yarborough
Township of Lakewood
Department of Public Works
Suspension

**RECOMMENDATION OF THE ADMINISTRATIVE LAW JUDGE IN
THE ABOVE CASES – SETTLEMENT**

ACTION: The Civil Service Commission acknowledged the settlements.

A-2 ANDREW BAKER

Andrew Baker, Truck Driver Single Axle, Greystone Park Psychiatric Hospital, Department of Human Services, 40 working day suspension on charges of creating a disturbance on State property and threatening, intimidating, coercing or interfering with employees on State property.

Recommendation of the Administrative Law Judge – Uphold the 40 working day suspension.

ACTION: The Civil Service Commission affirmed the recommendation of the Administrative Law Judge.

A-3 BERGEN COUNTY 2008 LAYOFFS

Frank D’Ercole, Donna O’Shea, Robert Kobylarz, Patricia Montero and Dina Kreis Mohl, of Bergen County, appeal the good faith of their layoffs effective August 28, 2008, for reasons of economy and efficiency.

Recommendation of the Administrative Law Judge – Uphold the layoffs.

ACTION: The Civil Service Commission affirmed the recommendation of the Administrative Law Judge.

A-4 GLENN CARTER

Glenn Carter, Planning Director, City of Passaic, appeals the good faith of his layoff effective December 21, 2009, for reasons of economy and efficiency.

Recommendation of the Administrative Law Judge – Uphold the layoff.

ACTION: The Civil Service Commission affirmed the recommendation of the Administrative Law Judge but did not award back pay for his unclassified position of Acting Executive Director of Redevelopment due to lack of jurisdiction.

VOTE:

Robert M. Czech	(Abstained)
Robert E. Brenner	(Yes)
Thomas J. Perna	(Yes)
Richard E. Williams	(Yes)

A-5 LAWRENCE DOHERTY

Lawrence Doherty, County Correction Officer, Sussex County, Sheriff's Department, 10 working day suspension on charges of incompetency, inefficiency or failure to perform duties, conduct unbecoming a public employee, neglect of duty, other sufficient cause and numerous violations of County rules and regulations.

Recommendation of the Administrative Law Judge – Uphold the 10 working day suspension.

ACTION: The Civil Service Commission affirmed the recommendation of the Administrative Law Judge.

A-6 DAVID JEFFERSON

David Jefferson, Senior Correction Officer, Mountainview Youth Correctional Facility, Department of Corrections, 15 working day suspension on charges of unsatisfactory attendance and chronic or excessive absenteeism.

Recommendation of the Administrative Law Judge – Uphold the 15 working day suspension.

ACTION: The Civil Service Commission affirmed the recommendation of the Administrative Law Judge.

A-7 IDRIS KENDRICK

Idris Kendrick, County Correction Officer, Burlington County, County Jail, 10 working day suspension on charges of neglect of duty and other sufficient cause.

Recommendation of the Administrative Law Judge – Reverse the 10 working day suspension.

ACTION: The Civil Service Commission affirmed the recommendation of the Administrative Law Judge.

A-8 MARK MCCULLEY (REMAND)

Mark McCulley, Deputy Fire Chief, Ocean City, Department of Fire and Rescue Services, 90-day suspension and restitution in the amount of \$7,089.80, on charges of misconduct and disobedience of the rules and regulations of the Ocean City Fire and Rescue Services Department.

Recommendation of the Administrative Law Judge – Reverse the 90-day suspension and payment of restitution in the amount of \$7,089.80.

ACTION: The Civil Service Commission affirmed the recommendation of the Administrative Law Judge.

A-9 MARK NASCA

Mark Nasca, Senior Correction Officer, New Jersey State Prison, Department of Corrections, 30 working day suspension on charges of neglect of duty, other sufficient cause and violation of Departmental rule, regulation, policy, procedure, order, or administrative decision.

Recommendation of the Administrative Law Judge – Reverse the 30 working day suspension.

ACTION: The Civil Service Commission affirmed the recommendation of the Administrative Law Judge.

A-10 KENNETH RICKS

Kenneth Ricks, Supervisor of Streets, City of Trenton, Department of Public Works, return to formerly held permanent title at the end of the working test period effective January 28, 2009.

Recommendation of the Administrative Law Judge – Uphold the return to formerly held permanent title at the end of the working test period.

ACTION: The Civil Service Commission affirmed the recommendation of the Administrative Law Judge.

A-11 BELINDA WHITE

Belinda White, Communications Operator, Garden State Youth Correctional Facility, Department of Corrections, 10 working day and 15 working day suspensions on charges of insubordination, conduct unbecoming a public employee and other sufficient cause.

Recommendation of the Administrative Law Judge – Uphold the 10 working day and 15 working day suspensions.

ACTION: The Civil Service Commission affirmed the recommendation of the Administrative Law Judge.

A-12 NADINE DOWNING

Nadine Downing, Substance Abuse Counselor 2, Cumberland County, Alcoholism Department, removal effective January 20, 2010, on the charge of other sufficient cause.

Recommendation of the Administrative Law Judge – Uphold the removal.

ACTION: The Civil Service Commission modified the recommendation of the Administrative Law Judge to a resignation in good standing.

A-13 EDDIE JIMENEZ

Eddie Jimenez, Laborer, City of Newark, Department of Neighborhood and Recreational Services, removal effective March 22, 2010, on the charge of conduct unbecoming a public employee.

Recommendation of the Administrative Law Judge – Modify the removal to a 60 working day suspension.

ACTION: The Civil Service Commission modified the recommendation of the Administrative Law Judge and upheld the removal.

A-14 SCOTT LABAN

Scott Laban, Heavy Equipment Operator, Bergen County, Department of Parks, removal effective August 22, 2009, on charges of conduct unbecoming a public employee, neglect of duty and inefficiency.

Recommendation of the Administrative Law Judge – Modify the removal to a 45 working day suspension.

ACTION: The Civil Service Commission modified the recommendation of the Administrative Law Judge and upheld the removal.

A-15 MICHAEL PRINS

Michael Prins, County Correction Sergeant, Hudson County, Department of Corrections, removal effective April 16, 2010, on charges of insubordination, conduct unbecoming a public employee, neglect of duty, inefficiency, incompetence, or failure to perform duties, discrimination that affects equal opportunity including sexual harassment and other sufficient cause.

Recommendation of the Administrative Law Judge – Reverse the removal.

ACTION: The Civil Service Commission affirmed the recommendation of the Administrative Law Judge.

Agenda Item A-16 was held to be considered at the conclusion of the regular agenda. At that time, a motion was made and seconded that the open session

be recessed and that, pursuant to Section 12(b) of the Open Public Meetings Act, the Civil Service Commission entered into Executive Session for the purpose of legal advice. The Commission subsequently reconvened the public meeting.

A-16 ROBERT J. REID AND JARROD M. CAREY (CONSOLIDATION)

Robert J. Reid and Jarrod M. Carey, Police Officers, City of Camden, Police Department, removals effective July 7, 2010, on the charge of inability to perform duties of the position. This matter was held over from the February 16, 2011 Civil Service Commission meeting for further review.

Recommendation of the Administrative Law Judge – Modify the removals to resignations in good standing.

ACTION: The Civil Service Commission affirmed the recommendation of the Administrative Law Judge.

A-17 THOMAS WOODSON

Thomas Woodson, Bridge Operator, Department of Transportation, removal effective October 2, 2009, on charges of violation of the Department of Transportation's drug and alcohol free workplace policy/procedure.

Recommendation of the Administrative Law Judge – Uphold the removal.


ACTION: The Civil Service Commission affirmed the recommendation of the Administrative Law Judge.

SECTION B – MISCELLANEOUS MATTERS

**B-1 CHANGE IN THE STATE CLASSIFICATION PLAN –
COMMUNICATIONS SYSTEMS TECHNICIAN, OFFICE OF
LEGISLATIVE SERVICES**

The Office of Legislature Services (OLS) requests the establishment of a new, unclassified title, Communications Systems Technician 3, OLS. In accordance with *N.J.S.A.* 11A:3-4(c) employees in the Legislative Branch of State Government shall be in the unclassified service.

**MEMORANDUM**

DATE: March 23, 2011
TO: Civil Service Commission
FROM: Kenneth Connolly, Director of State and Local Operations 
SUBJECT: Change in the State Classification Plan

LEGISLATURE

The Office of Legislative Services (OLS) requests the establishment of a new, unclassified title, Communications Systems Technician 3, OLS.

In accordance with *N.J.S.A.* 11A:3-4(c), employees in the Legislative branch of State government shall be in the unclassified service.

The use of this title will be restricted to OLS.

ADDITION OF TITLE:
Effective: 12-04-10

Communications System Technician 3, OLS
X98-_____ Unclassified A NL/12

KC/JM/BP

www.state.nj.us/csc

ACTION: The Civil Service Commission directed that this request be granted.

**B-2 CHANGE IN THE STATE CLASSIFICATION PLAN – EDUCATION
PROGRAM DEVELOPMENT SPECIALIST TITLE CONSOLIDATION**

The Division of State and Local Operations (SLO) requests consolidation of nine of the thirteen Education Program Development Specialist variant title series into the base title effective the first pay period following the Civil Service Commission's action regarding this request. SLO also requests verbiage changes for four of the thirteen Education Program Development Specialist variant title series effective the first pay period following the Commission's action regarding this request. SLO has provided notice to the affected parties of the proposed changes in the classification plan.



MEMORANDUM

DATE: March 28, 2011
TO: Civil Service Commission
FROM: Kenneth Connolly, Director
State and Local Operations *Kenneth Connolly*
SUBJECT: Change in State Classification Plan

DEPARTMENT OF EDUCATION

The Division of State and Local Operations requests consolidation of certain variant titles in the Education Program Development Specialist series. This consolidation will provide State agencies with the flexibility needed to more effectively meet their responsibilities.

We seek to consolidate nine (9) out of thirteen (13) Education Program Development Specialist variant titles in the series into the base title. Upon successful completion of the consolidation process, the consolidated variant titles involved will be inactivated.

The definition, requirements, and knowledge, skills, and abilities sections of the base title have been modified to accommodate the proposed title consolidation. Use of the consolidated series will be restricted to those agencies currently using the variant titles. Affected State agencies have been given the opportunity to review the proposal and all articulated concerns have been discussed and resolved.

The title series will be numbered in accordance with the current practice, with the numerical suffix "1" representing the lowest level (entry level) to "3" representing the highest level in this series.

The title actions will be processed as lateral employee movements; appointment type to appointment type, with retention of existing status. There will be no changes in class code or salary. An employee's prior held title rights will not be impacted by this action.

Collective negotiation representatives and impacted employees have been notified. Copies of these notices are attached.

VERBIAGE CHANGE

Effective date: The effective date of the verbiage change will be the first pay period that follows the Commission's approval of this change in the State Classification plan.

Civil Service Commission
March 28, 2011

AGRICULTURE

FROM

Education Program Development Specialist 3
Agriculture
P 26 – 70339C Non-Competitive H NL12

Education Program Development Specialist 2
Agriculture
P 28 – 70341C Non-Competitive H NL12

Education Program Development Specialist 1
Agriculture
R 30 – 70343C Non-Competitive H NL12

TO

Education Program Development Specialist 1
Agriculture
P 26 – 70339C Non-Competitive H NL12

Education Program Development Specialist 2
Agriculture
P 28 – 70341C Non-Competitive H NL12

Education Program Development Specialist 3
Agriculture
R 30 – 70343C Non-Competitive H NL12

NURITION

FROM

Education Program Development Specialist 3
Nutrition
P 26 – 70339O Non-Competitive H NL12

Education Program Development Specialist 2
Nutrition
P 28 – 70341O Non-Competitive H NL12

TO

Education Program Development Specialist 1
Nutrition
P 26 – 70339O Non-Competitive H NL12

Education Program Development Specialist 2
Nutrition
P 28 – 70341O Non-Competitive H NL12

SPECIAL EDUCATION

FROM

Education Program Development Specialist 3
Special Education
P 26 – 70339V Non-Competitive * NL12

Education Program Development Specialist 2
Special Education
P 28 – 70341V Non-Competitive * NL12

Education Program Development Specialist 1
Special Education
R 30 – 70343V Non-Competitive * NL12

TO

Education Program Development Specialist 1
Special Education
P 26 – 70339V Non-Competitive * NL12

Education Program Development Specialist 2
Special Education
P 28 – 70341V Non-Competitive * NL12

Education Program Development Specialist 3
Special Education
R 30 – 70343V Non-Competitive * NL12

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SCHOOL FACILITIES DESIGN AND CONSTRUCTION

FROM

Education Program Development Specialist 3
School Facilities Design and Construction
P 26 – 70339S Non-Competitive N NL12

Education Program Development Specialist 2
School Facilities Design and Construction
P 28 – 70341S Non-Competitive N NL12

Education Program Development Specialist 1
School Facilities Design and Construction
R 30 – 70343S Non-Competitive N NL12

TO

Education Program Development Specialist 1
School Facilities Design and Construction
P 26 – 70339S Non-Competitive N NL12

Education Program Development Specialist 2
School Facilities Design and Construction
P 28 – 70341S Non-Competitive N NL12

Education Program Development Specialist 3
School Facilities Design and Construction
R 30 – 70343S Non-Competitive N NL12

CONSOLIDATION OF TITLE SERIES

Effective date: The effective date of this action will be the first pay period that follows the Commission's approval of the change in the State Classification plan.

EDUCATION PROGRAM DEVELOPMENT SPECIALIST 3

FROM

Education Program Development Specialist 3
Bilingual Education
P 26 – 70339H Non-Competitive N NL12

Education Program Development Specialist 3
Career Placement
P 26 – 70339J Non-Competitive N NL12

Education Program Development Specialist 3
Marketing
P 26 – 70339M Non-Competitive N NL12

Education Program Development Specialist 3
Mathematics
P 26 – 70339N Non-Competitive N NL12

Education Program Development Specialist 3
Pupil Personnel Services
P 26 – 70339P Non-Competitive N NL12

Education Program Development Specialist 3
Reading/Language Arts
P 26 – 70339Q Non-Competitive N NL12

TO

Education Program Development Specialist 1
P 26 – 70339 Non-Competitive * NL12

Civil Service Commission
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Education Program Development Specialist 3
Science
P 26 – 70339T Non-Competitive N NL12

Education Program Development Specialist 3
Early Childhood
P 26 – 70339Z Non-Competitive * NL12

EDUCATION PROGRAM DEVELOPMENT SPECIALIST 2

FROM
Education Program Development Specialist 2
Bilingual Education
P 28 – 70341H Non-Competitive N NL12

TO
Education Program Development Specialist 2
P 28 – 70341 Non-Competitive * NL12

Education Program Development Specialist 2
Career Placement
P 28 – 70341J Non-Competitive N NL12

Education Program Development Specialist 2
Marketing
P 28 – 70341M Non-Competitive N NL12

Education Program Development Specialist 2
Mathematics
P 28 – 70341N Non-Competitive N NL12

Education Program Development Specialist 2
Pupil Personnel Services
P 28 – 70341P Non-Competitive N NL12

Education Program Development Specialist 2
Reading/Language Arts
P 28 – 70341Q Non-Competitive N NL12

Education Program Development Specialist 2
Science
P 28 – 70341T Non-Competitive N NL12

Education Program Development Specialist 2
Early Childhood
P 28 – 70341Z Non-Competitive * NL12

Civil Service Commission
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EDUCATION PROGRAM DEVELOPMENT SPECIALIST 1

FROM

Education Program Development Specialist 1
 Bilingual Education
 R 30 – 70343H Non-Competitive N NL12

Education Program Development Specialist 1
 Career Placement
 R 30 – 70343J Non-Competitive N NL12

Education Program Development Specialist 1
 Marketing
 R 30 – 70343M Non-Competitive N NL12

Education Program Development Specialist 1
 Mathematics
 R 30 – 70343N Non-Competitive N NL12

Education Program Development Specialist 1
 Pupil Personnel Services
 R 30 – 70343P Non-Competitive N NL12

Education Program Development Specialist 1
 Reading/Language Arts
 R 30 – 70343Q Non-Competitive N NL12

Education Program Development Specialist 1
 Science
 R 30 – 70343T Non-Competitive N NL12

Education Program Development Specialist 1
 Social Studies
 R 30 – 70343U Non-Competitive N NL12

Education Program Development Specialist 1
 Early Childhood
 R 30 – 70343Z Non-Competitive * NL12

TO

Education Program Development Specialist 3
 R 30 – 70341 Non-Competitive * NL12

KC/JMM/BP/PM

ACTION: The Civil Service Commission directed that this request be granted.

B-3 CHANGE IN THE STATE CLASSIFICATION PLAN – TITLE INACTIVATION - PUBLIC BROADCASTING AUTHORITY

The Division of State and Local Operations requests the inactivation of 11 unclassified titles assigned for use to the Public Broadcasting Authority that are unencumbered.

**MEMORANDUM**

DATE: March 9, 2011
 TO: Civil Service Commission
 FROM: Kenneth Connolly, Director
 State and Local Operations *Kenneth Connolly*
 SUBJECT: Change in the Classification Plan

PUBLIC BROADCASTING AUTHORITY

The Division of State and Local Operations requests the inactivation of the unclassified titles listed below.

These titles are assigned for use to the Public Broadcasting Authority (PBA). The titles are unencumbered; there are no future plans for use.

The appropriate negotiations representatives were notified.

The effective date of these title inactivations will be the first pay period that follows the Commission's approval of the action.

TITLE INACTIVATIONS

Traffic and Continuity Assistant
 A13-93151 U U 40/12

Transmitter Technician PBA
 C20-93353 U U 40/12

Supervisor of Volunteers PBA
 P21-93011 U U NL/12

Manager of Graphic Arts PBA
 R28-93108 U U N4/12

Director of Engineering PBA
 M35-93178 U U NL/12

Director of Development PBA
 M30-93015 U U NL/12

Associate Executive Director PBA
 M37-93019 U U NL/12

Transmitter Engineer Manager PBA
 S30-93174 U U N4/12

Manager of Production Facilities PBA
 M29-93098 U U N4/12

Electronic Field Production Camera Operator PBA
 C22-93080 U U 40/12

Supervisor of Traffic and Videotape Operations PBA
 R19-93366 U U NE/12

KC/JM/BP

www.state.nj.us/csc

ACTION: The Civil Service Commission directed that this request be granted.

**B-4 CHANGE IN THE STATE CLASSIFICATION PLAN – TITLE
INACTIVATION – CHILD SUPPORT TITLE SERIES**

The Division of State and Local Operations requests the inactivation of the titles Child Support Specialist and Child Support Supervisor.

**MEMORANDUM**

DATE: March 4, 2011
TO: Civil Service Commission
FROM: Kenneth Connolly, Director
State and Local Operations *Kenneth Connolly*
SUBJECT: Change in the Classification Plan

LOCAL GOVERNMENT

The Division of State and Local Operations requests the inactivation of two local titles.

The titles are used in the county Boards of Social Services. The Division has been working with the Boards to convert incumbents serving in the child support series to the corresponding levels of the Human Services Specialist series. The Division has addressed all concerns and list issues of the Boards; all incumbents have been converted; the titles are unencumbered at the present time.

The effective date of these title inactivations will be the first pay period that follows the Commission's approval of the action.

TITLE INACTIVATIONS

Child Support Specialist
05507 Local Classified

Child Support Supervisor
05589 Local Classified

KC/JM/BP

www.state.nj.us/esc

ACTION: The Civil Service Commission directed that this request be granted.

B-5 CHANGE IN THE STATE CLASSIFICATION PLAN – BUILDING INSPECTOR APPRENTICE

The Division of State and Local Operations requests a title verbiage change and a restructuring of the training period for the local title of Building Inspector Trainee to Building Inspector Apprentice.

**MEMORANDUM**

DATE: March 9, 2011
 TO: Civil Service Commission
 FROM: Kenneth Connolly, Director
 State and Local Operations
 SUBJECT: Change in the Classification Plan

LOCAL GOVERNMENT

The Division of State and Local Operations requests a title verbiage change and a restructuring of the training period for the local title of Building Inspector Trainee.

The local title of Building Inspector Trainee requires that one possess a license as a *Building Inspector Trainee (06269)*, issued by the New Jersey Department of Community Affairs (DCA). This title advances to the title of Building Inspector, which requires a license as a *Building Inspector (00924)*.

DCA regulations permit the Building Inspector Trainee a maximum of two years to obtain the Building Inspector license. This time period is needed to allow sufficient time to complete the classes, and schedule and pass the required exam. Conversely, Civil Service Commission (CSC) regulations permit a Trainee to serve for a maximum of one year. In this unusual situation, the Trainee must be advanced after one year, but technically isn't eligible, because in most cases, the Trainee hasn't had sufficient time to complete all DCA requirements to possess the proper license for the primary level.

We request that the title be renamed to Building Inspector Apprentice. Apprentice titles permit for a "training" period beyond one year. In this case, the apprenticeship period will be a maximum of two years. This change will result in regulatory compliance for both CSC and DCA, without creating additional titles or amending administrative codes.

This solution was found to be acceptable to both DCA and the local jurisdiction who questioned this anomaly.

This action will be effective immediately following approval by the Civil Service Commission.

TITLE VERBIAGE CHANGE:

FROM:
 Building Inspector Trainee
 06269 Competitive Local

TO:
 Building Inspector Apprentice
 06969 Competitive Local

KC/JM/BP

www.state.nj.us/csc

ACTION: The Civil Service Commission directed that this request be granted.

**B-6 CHANGE IN THE STATE CLASSIFICATION PLAN –
OCCUPATIONAL GROUP 20 – TYPING AND KEYBOARDING –
TITLE CONSOLIDATION**

The Division of State and Local Operations requests the consolidation of various local government titles within Occupational Group 20 (Clerical Occupations) that have typing/keyboarding responsibilities.



MEMORANDUM

DATE: March 4, 2011
 TO: Civil Service Commission
 FROM: Kenneth Connolly, Director
 State and Local Operations
 SUBJECT: Change in State Classification Plan

*AK
 Connolly
 3/4/11*

**LOCAL GOVERNMENT- KEYBOARDING CLERK
 TITLE CONSOLIDATION INITIATIVE**

The Division of State and Local Operations requests the consolidation of various local government titles within Occupational Group 20 (Clerical Occupations), specifically those titles having typing/keyboarding responsibilities. This consolidation will provide local jurisdictions with the flexibility needed to more efficiently meet their responsibilities, while also providing employees with enhanced career advancement opportunities.

Titles possessing similar duties, responsibilities and experience requirements were identified to determine the practicality and appropriateness of title consolidation. The result of this review indicates ten (10) titles may be consolidated within the current Clerk Typist series.

The revised series will be renamed Keyboarding Clerk to more appropriately represent the type of work performed by incumbents. This function has evolved over time to include the use of keyboard equipment to input/retrieve information on a desktop or other computer, replacing antiquated technology such as a typewriter.

The definitions, requirements, knowledge, skills and abilities sections of the title specifications have been modified to accommodate the proposed title consolidation. As a result, the proposed title specifications are broader and more general, allowing for greater flexibility across jurisdictions.

The title series will be numbered in accordance with current practices, with the numerical suffix "1" representing the lowest level (entry level) to "4" representing the highest level (supervisory level).

The title actions will be processed as lateral employee movements; appointment type to appointment type, with retention of existing status.

Upon successful completion of the consolidation process, the consolidated titles involved will be inactivated. Any existing eligibility lists for these titles shall be processed as follows:

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- Promotional and open competitive lists issued from pending announcements for any affected title in which employees with provisional appointments are serving will be certified for one time use only in order to effect permanent appointment(s) and will be declared expired upon disposition of the certification.
- A complete list that has never been used and contains no employees with current provisional appointments for the title and unit scope specified shall be declared expired.
- A complete list which contains employees with current provisional appointments for the title and unit scope specified (with the exception of such employees currently on active military duty) will be processed for one time use and will be declared expired upon the disposition of the certification.
- An incomplete list containing no employees with current provisional appointments for the title and unit scope specified shall be declared expired.
- Any employee currently on active military duty will be afforded all applicable rights under Federal and State law upon their release from active duty and given the opportunity to apply and compete for any announcements for which they would otherwise have been eligible but for their military service.
- Eligibility lists for affected titles and unit scopes which have expired will be revived as necessary to address unanticipated situations which may arise.

Local Appointing Authorities have been given the opportunity to review this proposal and all articulated issues have been reviewed and resolved.

RESTRUCTURING OF TITLE SERIES:

Effective: 3/26/11

FROM:

Clerk Typist
 01268 Career (NC) Local

Senior Clerk Typist
 03256@ Career (C) Local

Principal Clerk Typist
 02781 Career (C) Local

Supervising Clerk Typist
 03864@ Career (C) Local

TO:

Keyboarding Clerk 1
 01268 Career (NC) Local

Keyboarding Clerk 2
 03256@ Career (C) Local

Keyboarding Clerk 3
 02781 Career (C) Local

Keyboarding Clerk 4
 03864@ Career (C) Local

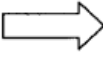
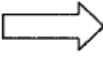
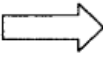

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TITLE CONSOLIDATION & MOVEMENT OF INCUMBENTS:

Effective: 3/26/11

FROM:

TO:

Clerk Typist 01268	Career (NC)	Local		<u>Keyboarding Clerk 1</u> 01268	Career (NC)	Local
Senior Clerk Typist 03256@	Career (C)	Local		<u>Keyboarding Clerk 2</u> 03256@	Career (C)	Local
Operator Automated Typewriter 02579	Career (C)	Local				
School Clerk 05040	Career (C)	Local				
Principal Clerk Typist 02781	Career (C)	Local		<u>Keyboarding Clerk 3</u> 02781	Career (C)	Local
Senior Operator Automated Typewriter 05012	Career (C)	Local				
Senior School Clerk 05041	Career (C)	Local				
Supervising Clerk Typist 03864@	Career (C)	Local		<u>Keyboarding Clerk 4</u> 03864@	Career (C)	Local
Principal Operator Automated Typewriter 02828	Career (C)	Local				
Supervising School Clerk 05043	Career (C)	Local				

KC/JM/BP/GB

ACTION: The Civil Service Commission directed that this request be granted.

B-7 CHANGE IN THE STATE CLASSIFICATION PLAN – OCCUPATIONAL GROUP 20 – GENERIC CLERICAL WORK – TITLE CONSOLIDATION

The Division of State and Local Operations requests the consolidation of various local government titles within Occupational Group 20 (Clerical Occupations) that are responsible for performing generic clerical work.



MEMORANDUM

DATE: March 4, 2011
 TO: Civil Service Commission
 FROM: Kenneth Connolly, Director
 State and Local Operations
 SUBJECT: Change in State Classification Plan

Kenneth Connolly
AK
3/11

LOCAL GOVERNMENT – CLERK SERIES TITLE CONSOLIDATION INITIATIVE

The Division of State and Local Operations requests the consolidation of various local government titles within Occupational Group 20 (Clerical Occupations), specifically, those titles responsible for performing generic clerical work. This consolidation will provide local jurisdictions with the flexibility needed to more efficiently meet their responsibilities, while also providing employees with enhanced career advancement opportunities.

Titles possessing similar duties, responsibilities and experience requirements were identified to determine the practicality and appropriateness of title consolidation. The result of this review indicates sixty-eight (68) titles may be consolidated from the current Clerk series.

The definitions, requirements, knowledge, skills and abilities sections of the title specifications have been modified to accommodate the proposed title consolidation. As a result, the proposed title specifications are broader and more general, allowing for greater flexibility across jurisdictions.

The title series will be numbered in accordance with current practices, with the numerical suffix "1" representing the lowest level (entry level) to "4" representing the highest level (supervisory level).

The title actions will be processed as lateral employee movements; appointment type to appointment type, with retention of existing status.

Upon successful completion of the consolidation process, the consolidated titles involved will be inactivated. Any existing eligibility lists for these titles shall be processed as follows:

- Promotional and open competitive lists issued from pending announcements for any affected title in which employees with provisional appointments are serving will be certified for one time use only in order to effect permanent appointment(s) and will be declared expired upon disposition of the certification.


Civil Service Commission
 March 4, 2011
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- A complete list that has never been used and contains no employees with current provisional appointments for the title and unit scope specified shall be declared expired.
- A complete list which contains employees with current provisional appointments for the title and unit scope specified (with the exception of such employees currently on active military duty) will be processed for one time use and will be declared expired upon the disposition of the certification.
- An incomplete list containing no employees with current provisional appointments for the title and unit scope specified shall be declared expired.
- Any employee currently on active military duty will be afforded all applicable rights under Federal and State law upon their release from active duty and given the opportunity to apply and compete for any announcements for which they would otherwise have been eligible but for their military service.
- Eligibility lists for affected titles and unit scopes which have expired will be revived as necessary to address unanticipated situations which may arise.

Local Appointing Authorities have been given the opportunity to review this proposal and all articulated issues have been reviewed and resolved.

TITLE CONSOLIDATION & MOVEMENT OF INCUMBENTS:

Effective: 3/26/11

FROM:		TO:
Clerk 01245 Career (NC) Local		<u>Clerk 1</u> 01245 Career (NC) Local
Agency Aide 04651 Career (NC) Local		
Assessing Clerk 00295 Career (C) Local		
Assessing Clerk Typing 00298@ Career (C) Local		
Docket Clerk 01673 Career (C) Local		
Docket Clerk Typing 01675 Career (C) Local		
Elections Clerk 01693 Career (C) Local		

Civil Service Commission
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FROM:

TO:

Index Clerk
 02091 Career (C) Local

Index Clerk Typing
 02092 Career (C) Local

Personnel Clerk
 02649@ Career (C) Local

Personnel Clerk Typing
 04614 Career (C) Local

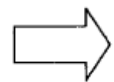
Tax Clerk
 04122@ Career (C) Local

Tax Clerk Typing
 04123 Career (C) Local

Ward Clerk
 04250 Career (C) Local

Ward Clerk Typing
 04713 Career (C) Local

Senior Clerk
 03256@ Career (C) Local



Clerk 2
 03256@ Career (C) Local

Coordinator of Scheduling Recreational Activities
 04911 Career (C) Local

Coordinator of Scheduling Recreational Activities Typing
 06576 Career (C) Local

Permit Clerk
 02640 Career (C) Local

Permit Clerk Typing
 05471 Career (C) Local

Senior Admitting Clerk Typing
 07815 Career (C) Local

Civil Service Commission
March 4, 2011
Page 5

FROM:

TO:

Cancellations Clerk (C)
00963 Career Local

Cancellations Clerk Typing
04749 Career (C) Local

Principal Admitting Clerk
02760 Career (C) Local

Principal Assessing Clerk
02762 Career (C) Local

Principal Assessing Clerk Typing
02763@ Career (C) Local

Principal Docket Clerk
02791 Career (C) Local

Principal Docket Clerk Typing
02792 Career (C) Local

Principal Elections Clerk
02793@ Career (C) Local

Principal Elections Clerk Typing
05410 Career (C) Local

Principal Index Clerk
02817 Career (C) Local

Principal Index Clerk Typing
02818 Career (C) Local

Principal Personnel Clerk
02833 Career (C) Local

Principal Personnel Clerk Typing
05091 Career (C) Local

Principal Tax Clerk
02855 Career (C) Local

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 March 4, 2011
 Page 6

FROM:

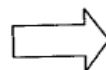
TO:

Principal Tax Clerk Typing
 02856 Career (C) Local

Senior Permit Clerk
 03499 Career (C) Local

Senior Permit Clerk Typing
 05384 Career (C) Local

Supervising Clerk
 03859 Career (C) Local



Clerk 4
 03859 Career (C) Local

Senior Cancellations Clerk
 03233 Career (C) Local

Supervising Elections Clerk
 03876 Career (C) Local

Supervising Elections Clerk Typing
 05602 Career (C) Local

Supervising Personnel Clerk
 03916@ Career (C) Local

Supervising Personnel Clerk Typing
 05220 Career (C) Local

Supervising Tax Clerk
 05637 Career (C) Local

Supervising Docket Clerk Typing
 03875@ Career (C) Local

Supervising Index Clerk
 03891 Career (C) Local

Supervising Index Clerk Typing
 03893 Career (C) Local

KC/JM/BP/GB

ACTION: The Civil Service Commission directed that this request be granted.

B-8 CHANGE IN THE STATE CLASSIFICATION PLAN – OCCUPATIONAL GROUP 20 – TRANSCRIBING DICTATION – TITLE CONSOLIDATION

The Division of State and Local Operations requests the consolidation of various local government titles within Occupational Group 20 (Clerical Occupations) that are responsible for taking and transcribing dictation (Stenography).



MEMORANDUM

DATE: March 4, 2011
 TO: Civil Service Commission
 FROM: Kenneth Connolly, Director
 State and Local Operations
 SUBJECT: Change in State Classification Plan

LOCAL GOVERNMENT- CLERK STENOGRAPHER TITLE CONSOLIDATION INITIATIVE

The Division of State and Local Operations requests the consolidation of various local government titles within Occupational Group 20 (Clerical Occupations), specifically, those titles responsible for taking and transcribing dictation (Stenography). This consolidation will provide local jurisdictions with the flexibility needed to more efficiently meet their responsibilities, while also providing employees with enhanced career advancement opportunities.

Titles possessing similar duties, responsibilities and experience requirements were identified to determine the practicality and appropriateness of title consolidation. The result of this review indicates six (6) titles may be consolidated within the current Clerk Stenographer series.

The definitions, requirements, knowledge, skills and abilities sections of the title specifications have been modified to accommodate the proposed title consolidation. As a result, the proposed title specifications are broader and more general, allowing for greater flexibility across jurisdictions.

The title series will be numbered in accordance with current practices, with the numerical suffix "1" representing the lowest level (entry level) to "4" representing the highest level (supervisory level).

The title actions will be processed as lateral employee movements; appointment type to appointment type, with retention of existing status.

Upon successful completion of the consolidation process, the consolidated titles involved will be inactivated. Any existing eligibility lists for these titles shall be processed as follows:

- Promotional and open competitive lists issued from pending announcements for any affected title in which employees with provisional appointments are serving will be certified for one time use only in order to effect permanent appointment(s) and will be declared expired upon disposition of the certification.

Civil Service Commission
 March 4, 2011
 Page 2

- A complete list that has never been used and contains no employees with current provisional appointments for the title and unit scope specified shall be declared expired.
- A complete list which contains employees with current provisional appointments for the title and unit scope specified (with the exception of such employees currently on active military duty) will be processed for one time use and will be declared expired upon the disposition of the certification.
- An incomplete list containing no employees with current provisional appointments for the title and unit scope specified shall be declared expired.
- Any employee currently on active military duty will be afforded all applicable rights under Federal and State law upon their release from active duty and given the opportunity to apply and compete for any announcements for which they would otherwise have been eligible but for their military service.
- Eligibility lists for affected titles and unit scopes which have expired will be revived as necessary to address unanticipated situations which may arise.

Local Appointing Authorities have been given the opportunity to review this proposal and all articulated issues have been reviewed and resolved.

TITLE CONSOLIDATION & MOVEMENT OF INCUMBENTS:

Effective: 3/26/11

FROM:

Clerk Stenographer
 01260 Career (NC) Local

Senior Clerk Stenographer
 03253 Career (C) Local

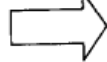
Medical Stenographer
 02476@ Career (C) Local

Principal Clerk Stenographer
 02777 Career (C) Local

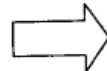
Conference Secretary
 01333 Career (C) Local

Supervising Clerk Stenographer
 03862@ Career (C) Local

TO:



Clerk Stenographer 1
 01260 Career (NC) Local



Clerk Stenographer 2
 03253 Career (C) Local



Clerk Stenographer 3
 02777 Career (C) Local



Clerk Stenographer 4
 03862@ Career (C) Local

KC/JM/BP/GB

ACTION: The Civil Service Commission directed that this request be granted.

B-9 CHANGE IN THE STATE CLASSIFICATION PLAN – RECORDS SUPPORT TECHNICIAN

The Division of State and Local Operations requests the creation of a new title series for use by local jurisdictions to be named Records Support Technician and to subsequently inactivate certain titles which will be consolidated into the new title series.



MEMORANDUM

DATE: March 4, 2011
 TO: Civil Service Commission
 FROM: Kenneth Connolly, Director
 State and Local Operations
 SUBJECT: Change in State Classification Plan

LOCAL GOVERNMENT- NEW TITLE SERIES TITLE CONSOLIDATION INITIATIVE

The Division of State and Local Operations seeks to create a new title series for use by local jurisdictions to be named Records Support Technician and to subsequently inactivate certain titles which will be consolidated into the new title series.

The series will consist of four (4) levels, with the numerical suffix "1" representing the lowest level (entry level) to "4" representing the highest level (supervisory level).

The new series will accommodate incumbents performing varied clerical work involving the processing and filing of records.

Based on a recent classification study of titles residing in Occupational Group 20 (Clerical Occupations), twenty-nine (29) local titles responsible for performing similar recordkeeping/filing duties were identified for consolidation. Incumbents presently residing in these titles will be cross-walked to the corresponding level in the new series.

The title actions will be processed as lateral employee movements; appointment type to appointment type, with retention of existing status.

We recommend that all levels be allocated to the career service, competitive division.

Upon successful completion of this process, the consolidated titles involved will be inactivated. Any existing eligibility lists for these titles shall be processed as follows:

- Promotional and open competitive lists issued from pending announcements for any affected title in which employees with provisional appointments are serving will be certified for one time use only in order to effect permanent appointment(s) and will be declared expired upon disposition of the certification.
- A complete list that has never been used and contains no employees with current provisional appointments for the title and unit scope specified shall be declared expired.

Civil Service Commission
March 4, 2011
Page 3

FROM:

TO:

Microfilm Machine Operator
02504 Career (C) Local

Records Retrieval Operator
02982 Career (C) Local

Vault Clerk
04237 Career (C) Local

Police Records Clerk
02736 Career (C) Local



Records Support Technician 2
Career (C) Local

Police Records Clerk Stenography
02736 Career (C) Local

Police Records Clerk Transcribing
02737 Career (C) Local

Police Records Clerk Typing
02738 Career (C) Local

Registration Clerk
03053@ Career (C) Local

Senior Addressograph Machine Operator
03171@ Career (C) Local

Senior Identification Clerk
03372 Career (C) Local

Senior Microfilm Machine Operator
03477 Career (C) Local

Senior Microfilm Machine Operator Typing
04906 Career (C) Local

Senior Photostat Operator
03506 Career (C) Local

Senior Records Retrieval Operator
03556 Career (C) Local

Civil Service Commission
 March 4, 2011
 Page 4

FROM:

Senior Vault Clerk
 03635 Career (C) Local

Principal Records Retrieval Operator
 04560 Career (C) Local

Principal Vault clerk
 02861 Career (C) Local

Senior Map Clerk
 03454 Career (C) Local

Senior Police Records Clerk
 03521 Career (C) Local

Senior Police Records Clerk Stenography
 04893 Career (C) Local

Senior Police Records Clerk Transcribing
 03522 Career (C) Local

Senior Police Records Clerk Typing
 03523 Career (C) Local

Senior Registration Clerk
 03561 Career (C) Local

Chief Map Clerk
 01154 Career (C) Local

Supervisor of Records
 04061 Career (C) Local

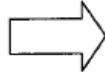
Custodian of Records (C)
 01456 Career Local

Principal Microfilm Machine Operator
 04467 Career (C) Local

Principal Microfilm Machine Operator Typing
 06638 Career (C) Local

KC/JM/BP/GB

TO:



Records Support Technician 3
 ##### Career (C) Local



Records Support Technician 4
 ##### Career (C) Local

ACTION: The Civil Service Commission directed that this request be granted.

**B-10 CHANGE IN THE STATE CLASSIFICATION PLAN – TITLE
INACTIVATION – GENERAL AND RESTRICTED USE**

The Division of State and Local Operations requests the inactivation of 132 State Executive Branch titles, including both General use and those restricted to various Departments that are unencumbered.

**MEMORANDUM**

DATE: April 4, 2011
 TO: Civil Service Commission
 FROM: Kenneth Connolly, Director
 State and Local Operations
 SUBJECT: Change in the Classification Plan

DEPARTMENT-SPECIFIC AND GENERAL TITLES

The Division of State and Local Operations requests the inactivation of State titles, assigned to various Departments.

The titles are unencumbered, and there are no plans for future use. We have notified the impacted agency of our plans to inactivate, and have provided them with the opportunity to review and comment. The appropriate negotiations representatives were notified of these plans.

This action is requested to comply with Civil Service Commission goals of title reduction of unnecessary titles.

The effective date of these title inactivations will be the first pay period that follows the Commission's approval of the action.

TITLE INACTIVATIONS

MANAGER 1 DOP, HRDI
 M32-56883C # C NL/12

CHIEF OFFICE OF ASBESTOS
 CONTROL AND LICENSING
 S28-55928 * C NL/12

MANAGER CLAIMS SERVICE SECTION
 M30- 56386 * C NL/12

MANAGER WAREHOUSING AND
 SHIPPING
 M31- 40138 * C N4/12

ASSISTANT CHIEF PREVENTION
 TRAINING AND EDUCATION DIVISION
 OF ALCOHOLISM
 M29-31192 * C NL/12

BIOLOGIST FISH PATHOLOGY,
 PRINCIPAL
 R25-017540 * C NL/12

BLACKSMITH
 C16-41603 * C 40/12

CHIEF BUREAU OF ALCOHOL
 COUNTERMEASURES
 M30-56424 * C NL/12

Change in the Classification Plan
DEPARTMENT-SPECIFIC AND GENERAL TITLES
April 4, 2011

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TITLE INACTIVATIONS

CHIEF BUREAU OF HEALTH STATISTICS AND ECONOMICS M32-53948 * C NL/12	FOREIGN TRADE REPRESENTATIVE 1 P30-55707 * C NL/12
COORDINATOR OF EMERGENCY OPERATIONS M29-32481 * C NL/12	HOMEMAKER SERVICE WORKER, PRINCIPAL H11-44713 * N NE/12
DATA PROCESSING MACHINE OPERATOR 1 R13-53354A * C 35/12	LANDSCAPE MAINTENANCE, ASSISTANT SUPERVISOR OF A19-42145 * C 40/12
DIRECTOR OFFICE OF PROVIDER RELATIONS M32-51296 * C NL/12	MESSENGER A04-20143 * N 35/12
ELECTRONICS TECHNICIAN 1 AUDIO VISUAL A13-16642C * C NE/12	MICRO-ELECTRONIC SYSTEMS TECHNICIAN C16-16675 * C 35/12
ENERGY POLICY ANALYST 1 P26-56629 * C NL/12	OFFICE MACHINE SERVICE TECHNICIAN C16-43742 * C 40/12
ENERGY PROG REPRESENTATIVE 2 P21-56708 * C NL/12	OPERATOR WATER PLANT C16-40321 * C 40/12
ENGINEER ENERGY UTILIZATION, CONSULTING M33-56650 * C N4/12	PROGRAM PLANNING AND DEVELOPMENT ADDICTIONS, ASSISTANT CHIEF M28-63144 * C NL/12
EQUIPMENT SCHEDULE CLERK A13-42331 * C 40/12	PSYCHOLOGY CONSULTANT M32-01367 * C NL/12
EXTERMINATOR, SENIOR O11-03143 * C 40/12	RESEARCH ANALYST ENVIRONMENTAL PROTECTION AND ENERGY, SUPERVISING R28-03184K * C NL/12

Change in the Classification Plan
DEPARTMENT-SPECIFIC AND GENERAL TITLES
April 4, 2011

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TITLE INACTIVATIONS

SPECIFICATION WRITER 1 P23-18485A * C 35/12	CHIEF BUREAU OF PLANS AND OPERATIONS EMERGENCY MANAGEMENT M29-34665 C C NL/12
SPECIFICATION WRITER 2 CONSTRUCTION P23-18486C * C 40/12	CHIEF HISTOLOGIST W98-01136 C C NL/12
SUPERVISOR OF EQUIPMENT SCHEDULES R18-42333 * C 40/12	CHIEF OF RESEARCH SERVICES, L&PS M30-30463 C C NL/12
SUPERVISOR OF INTERNAL COMMUNICATIONS R24-34815 * C NL/12	FORENSIC LABORATORY DIRECTOR W98-01598 C C NL/12
SUPERVISOR OF NURSING SERVICES 10 MONTHS S21-03849 * C 4E/10	MAINTENANCE SPECIALIST WEIGHTS AND MEASURES O10-43030 C N 40/12
SUPERVISOR OF POLICY DEVELOPMENT M29-60926 * C NL/12	MORGUE CUSTODIAN W98-02513 C N 35/12
SUPERVISOR OF PREVENTIVE MAINTENANCE CONSTRUCTION AND CAPITAL PLANNING M31-60386 * C N4/12	PUBLIC SAFETY TELECOMMUNICATOR TYPING, SENIOR O19-05865 C C 40/12
SUPERVISOR OF VEHICLE OPERATIONS R21-43864 * C 40/12	RESEARCH ANALYST VICTIMS OF CRIME COMPENSATION AGENCY, SUPERVISING R28-03184M C C NL/12
TRAINING AND DEVELOPMENT ANALYST P26- 64620 * C NL/12	SUPERVISOR EMERGENCY TELECOMMUNICATIONS SYSTEMS R31-53046 C C NL/12
	CHIEF EMPLOYEE BENEFITS ADMINISTRATION CENTRALIZED PAYROLL M32-53215 D C NL/12

Change in the Classification Plan
DEPARTMENT-SPECIFIC AND GENERAL TITLES
April 4, 2011

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TITLE INACTIVATIONS

CHIEF OF STANDARDS AND SPECIFICATIONS M27-52865A D C NL/12	PRODUCTION & MARKETING ASSISTANT, NEW JERSEY HISTORICAL COMMISSION P21-74260 E C NL/12
COORDINATOR OF RECORDS RULES PROMULGATION OAL P21-36304 D C NL/12	ADMINISTRATIVE HEARINGS COORDINATOR, CHILDREN AND FAMILIES M28-62082 G C NL/12
DIVISION OF PROPERTY MANAGEMENT AND CONSTRUCTION, ASSISTANT ADMINISTRATOR M35-17697A D C NL/12	ADMINISTRATOR OPERATIONS, YOUTH AND FAMILY SERVICES M35-62149 G C NL/12
MARKETING SPECIALIST LOTTERY S25-52322 D C NL/12	CHIEF ADMINISTRATION OF INVESTIGATIONS, YOUTH AND FAMILY SERVICES M34-56334 G N NL/12
SUPERINTENDENT FISCAL MANAGEMENT & ADMINISTRATION TAXATION M36-51416 D C NL/12	RESEARCH ANALYST, YOUTH AND FAMILY SERVICES, SUPERVISING R28-03184F G C NL/12
ADMINISTRATIVE DIRECTOR, DEPARTMENT OF STATE M37-56879 E C NL/12	COORDINATOR DONATED FOOD PROGRAMS M26-34104 H C NL/12
MANAGER ADMINISTRATIVE SERVICES, DEPARTMENT OF STATE M33-56877 E C NL/12	COORDINATOR FISH AND SEAFOOD DEVELOPMENT R30-03075 H C NL/12
MANAGER TOURISM AND PROMOTION M32-55627 E C NL/12	CHIEF BUDGET AND GRANTS MANAGEMENT PROGRAM, HEALTH AND SENIOR SERVICES M31-51285 K C NL/12
MUSEUM PREPARATOR A17-74605 E C 40/12	
PLANETARIUM TECHNICIAN A21-74693 E C NE/12	CHIEF EMERGENCY CARE MONITORING M32-00358 K C NL/12

Change in the Classification Plan
DEPARTMENT-SPECIFIC AND GENERAL TITLES
April 4, 2011

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TITLE INACTIVATIONS

CHIEF INORGANIC CHEMISTRY, HEALTH AND SENIOR SERVICES M30-01559 K C NL/12	ASSISTANT DIRECTOR PROGRAM AND GRANT OPERATIONS M32-64641 L C NL/12
CHIEF REIMBURSEMENT SYSTEMS DEVELOPMENT AND EVALUATION M32-00280 K C NL/12	CHIEF OF PUBLICATIONS PLANNING AND RESEARCH, LABOR AND INDUSTRY M28-54556 L C NL/12
CHIEF REIMBURSEMENT SYSTEMS INFORMATION AND RESEARCH M32-00376 K C NL/12	EMPLOYMENT TEST TECHNICIAN, SENIOR P22-64693 L C NE/12
COORDINATOR FOOD SANITATION AND TRAINING P26-44717 K C NL/12	MINE SAFETY EDUCATION TECHNICIAN P21-17274 L C NE/12
COORDINATOR HEALTH FACILITIES EVALUATION STANDARDS AND CERTIFICATION M30-63175 K C NL/12	STAFF DIRECTOR STATE OCCUPATIONAL INFORMATION COORDINATING COMMITTEE M31-53807 L C NL/12
COORDINATOR HEALTH PROJECTS 3, ANIMAL POPULATION CONTROL S27-003480 K C NL/12	UNEMPLOYMENT BENEFITS, CHIEF OF M30-65096A L C NL/12
PROGRAM MANAGER CONSUMER HEALTH SERVICES M32-03156 K C NL/12	CUSTOMIZED TRAINING REPRESENTATIVE 1 P25-55727 C
PUBLIC HEALTH CONSULTANT 2 SPEECH PATHOLOGY/AUDIOLOGY P24-62864J K C NL/12	CUSTOMIZED TRAINING REPRESENTATIVE 2 P22-55726 C
TECHNICAL ASSISTANT DRUGS BIOLOGICS DISTRIBUTION A16-60013 K C 35/12	CUSTOMIZED TRAINING REPRESENTATIVE 3 P19-55725 C

Change in the Classification Plan
DEPARTMENT-SPECIFIC AND GENERAL TITLES
April 4, 2011

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TITLE INACTIVATIONS

COORDINATOR MAINTENANCE SERVICES S27-15678 M C NL/12	MANAGER OF FORMS CONTROL AND PRINTING, MVC S21-41426 O C NL/12
ENGINEERING AIDE, PRINCIPAL R14-59975 M C 35/12	MANAGER PROJECT PLANNING & DEVELOPMENT M34-12513 O C N4/12
STATE PARK EQUIPMENT MANAGEMENT SPECIALIST P24-40195 M C NE/12	MECHANIC NON-AUTOMOTIVE HEATING SYSTEMS C16-43732C O C 40/12
SUPERVISOR ADMINISTRATIVE SERVICES PARKS AND FORESTRY R30-15771 M C NL/12	SUPERVISOR OF BRIDGE OPERATION S23-40347 O C N4/12
SUPERVISOR CAPITAL BUDGETING PLANNING & BOND FUND ADMINISTRATION S30-50770 M C NL/12	SUPERVISOR OF EQUIPMENT INSPECTIONS S22-43756 O C 40/12
SUPERVISOR STANDARDS & PROCEDURES S30-62199 M C N4/12	ASSISTANT REGIONAL ADMINISTRATOR, COMMUNITY SERVICES, DEVELOPMENTAL DISABILITIES M32-60620 P C NL/12
DRIVER LICENSE EXAMINER 1 I17-31939 O C 40/12	CHIEF BUREAU OF INTEGRITY CONTROL M30-62034 P C NL/12
MANAGER 1, MVC M34-56476 O C NL/12	COORDINATOR OF PHARMACEUTICAL SERVICES, HUMAN SERVICES M29-01299 P C NL/12
MANAGER 2, DOT, FREIGHT SERVICES M33-65257Q O C N4/12	DEAF BLIND SPECIALIST P23-62656 P C NL/12
MANAGER 2, DOT, GEOTECHNICAL ENGINEERING M33-65257D O C N4/12	
MANAGER 2, MVC M33-56470 O C N4/12	

Change in the Classification Plan
DEPARTMENT-SPECIFIC AND GENERAL TITLES
April 4, 2011

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TITLE INACTIVATIONS

DIRECTOR OF COUNTY REPRESENTATIVES, HUMAN SERVICES M34-60258 P C NL/12	CHIEF BUREAU OF COMMUNITY PROFESSIONAL SERVICES, STATE PAROLE BOARD M32-01395 W C NL/12
MEDICAL REVIEW ANALYST LABORATORY CONSULTANT, SUPERVISING S29-53935C P C NL/12	CHIEF BUREAU OF COUNTY SERVICES CORRECTIONS M32-61094 W C NL/12
PROGRAM RESEARCHER P24-54225A P C NL/12	CHIEF BUREAU OF JUVENILE SERVICES M33-61195 W C NL/12
PROGRAM RESEARCHER SYSTEMS P24-54225D P C NL/12	CHIEF BUREAU OF PLANNING & PROGRAMMING, DOC M32-53124 W C NL/12
SUPERVISOR OF BUSINESS ENTERPRISES, COMMISSION FOR BLIND AND VISUALLY IMPAIRED R25-62583 P C NL/12	DIRECTOR OF ADMINISTRATION, DOC M39-60397 W C NL/12
CHIEF BUREAU OF LOCAL MANAGEMENT SERVICES M32-55427 S C NL/12	DIRECTOR OF CUSTODY OPERATIONS, NEW JERSEY STATE PRISON M332-32655 W C N4/12
ACCOUNTANT STATE USE, SUPERVISING S27-50465 W C NL/12	DIRECTOR OF NURSING SERVICES, DOC M24-03863 W C N4/12
ASSISTANT CHIEF BUREAU OF CORRECTIONAL INFORMATION SYSTEMS AND CLASSIFICATION SERVICES M30-61396 W C NL/12	DIRECTOR OFFICE OF INSTITUTIONAL SUPPORT SERVICES M38-60387 W C NL/12
ASSISTANT CHIEF BUREAU OF STATE USE M31-55758 W C NL/12	DIRECTOR, OFFICE OF POLICY DEVELOPMENT AND PLANNING M36-60415 W C NL/12

Change in the Classification Plan
DEPARTMENT-SPECIFIC AND GENERAL TITLES
April 4, 2011

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TITLE INACTIVATIONS

DIVISION OF PAROLE, ASSISTANT DIRECTOR M331-61784 W C NL/12	MEDIA TECHNICIAN 2, INSTRUCTIONAL EQUIPMENT & REPAIR A18-81543F Y C 40/12
DIVISION OF PAROLE, DIRECTOR M335-61767 W C NL/12	MEDIA TECHNICIAN 2, TV PRODUCTION OPERATIONS A18-81543G Y C 40/12
PROMOTIONAL SALES SPECIALIST, STATE USE INDUSTRIES P24-55750 W C NL/12	STUDIO COORDINATOR ART SERVICES A17-82434 Y C NE/12
STATE USE, CHIEF BUREAU OF M34-55759 W C NL/12	SUPERVISOR OF BUILDING SERVICES REPAIRS AND CENTRAL STORES S25-42426 Y C NL/12
TRAINING COORDINATOR BUREAU OF TRAINING CORRECTIONS M26-61155 W C NL/12	
INDUSTRIAL LABORATORY TECHNICIAN O12-82412 Y C 35/12	

ACTION: The Civil Service Commission directed that this request be granted.

B-11 MARC CURRAN

Marc Curran, represented by Stephen B. Hunter, Esq., appeals his rejection as a Police Officer candidate by the City of Jersey City and its request to remove his name from the eligible list for Police Officer (S9999H) on the basis of psychological unfitness to perform effectively the duties of the position.

ACTION: The Civil Service Commission directed that this appeal be denied.

B-12 CHRISTINE EICHWALD

Christine Eichwald, represented by Steven P. Scheffler, Esq., appeals her rejection as a Police Officer candidate by Ventnor City and its request to remove her name from the eligible list for Police Officer (S9999H) on the basis of psychological unfitness to perform effectively the duties of the position.

ACTION: The Civil Service Commission directed that this appeal be granted.

B-13 EDWARD J. FENTRESS

Edward J. Fentress appeals his rejection as a Correction Officer Recruit candidate by the Department of Corrections and its request to remove his name from the eligible list for Correction Officer Recruit (S9999K) on the basis of medical unfitness to perform effectively the duties of the position.

ACTION: The Civil Service Commission directed that this appeal be denied.

B-14 DANIEL M. RICHARDSON

Daniel M. Richardson, represented by Christine A. Zmurek, Esq., appeals his rejection as a Correction Officer Recruit candidate by the Department of Corrections and its request to remove his name from the eligible list for Correction Officer Recruit (S9999K) on the basis of psychological unfitness to perform effectively the duties of the position.

ACTION: The Civil Service Commission directed that this appeal be denied.

B-15 DARELL F. SZEZYPTA

Darell F. Szezypta, represented by Catherine M. Elston, Esq., appeals his rejection as a Fire Fighter candidate by Kearny Township and its request to remove his name from the eligible list for Fire Fighter (M2362E) on the basis of psychological unfitness to perform effectively the duties of the position.

ACTION: The Civil Service Commission directed that this appeal be granted.

B-16 YVONNE WRIGHT-NNADI

Yvonne Wright-Nnadi, a Senior Correction Officer with East Jersey State Prison, Department of Corrections, represented by Daniel Geddes, Esq., appeals the denial of sick leave injury (SLI) benefits.

ACTION: The Civil Service Commission directed that this appeal be denied.

B-17 EUGENE ZAISS

Eugene Zaiss, a Senior Correction Officer at Garden State Youth Correctional Facility, Department of Corrections, represented by Daniel Geddes, Esq., appeals the denial of sick leave injury (SLI) benefits.

ACTION: The Civil Service Commission directed that this appeal be granted.

B-18 MELISSA FRATELLA

Melissa Fratella, a County Correction Officer with the Morris County Sheriff's Office, represented by Robert J. Cascone, Esq., petitions the Civil Service Commission for interim relief of her removals, effective December 10, 2010, and a 180-day suspension.

ACTION: The Civil Service Commission directed that this request be denied.

B-19 ANGELA ARLINE

Angela Arline, a Senior Correction Officer with Bayside State Prison, Department of Corrections, appeals the determination of the Assistant Director of the Equal Employment Division, stating that the appellant failed to present sufficient evidence to support a finding that she had been subjected to violations of the New Jersey State Policy Prohibiting Discrimination in the Workplace.

ACTION: The Civil Service Commission directed that this appeal be denied.

B-20 HECTOR BAYRON

Hector Bayron, a Bus Driver at New Lisbon Developmental Center, Department of Human Services, appeals the determination of the Assistant Commissioner of the DHS, which found sufficient evidence that the appellant had violated the New Jersey State Policy Prohibiting Discrimination in the Workplace.

ACTION: The Civil Service Commission directed that this appeal be denied.

B-21 MARILYN BOFFA

Marilyn Boffa, a Teacher 1 with the Department of Corrections, appeals the determination of the Assistant Director of the Equal Employment Division, stating that the appellant failed to present sufficient evidence to support a finding that she has been subjected to violations of the New Jersey State Policy Prohibiting Discrimination in the Workplace.

ACTION: The Civil Service Commission directed that this appeal be denied.

B-22 JEANNETTE BROWN

Jeannette Brown, a Clerk Transcriber with the Department of Law and Public Safety, appeals the determination of the Chief of Staff of the Office of the Attorney General, stating that the appellant failed to present sufficient evidence to support a finding that she had been subjected to violations of the New Jersey State Policy Prohibiting Discrimination in the Workplace.

ACTION: The Civil Service Commission directed that this appeal be denied.

B-23 GARY AICH

Gary Aich, represented by David B. Beckett, Esq., requests reconsideration of the decision rendered on August 18, 2010, finding him ineligible for the Supervisor, Public Works (PM0736L), Sayreville, promotional examination and removing his name from the promotional eligible list for Supervisor, Public Works (PM0601K), Sayreville, and the October 22, 2009 certification of the list on the basis that he did not meet the minimum experience requirements for the title.

ACTION: The Civil Service Commission directed that this request be denied.

B-24 JUAN GARCIA, ET AL.

Juan Garcia, Agapito Guzman, Robert Guzman, Bi Joye Rodriguez and Francesca Sciascia, represented by Joseph S. Murphy, Esq., and Jason Vion request reconsideration of the final administrative determination in *In the Matter of Anthony Argento, et al., Police Sergeant* (CSC, decided August 18, 2010).

ACTION: The Civil Service Commission directed that this request be denied.

B-25 SAEED WARDEN

Saeed Warden requests reconsideration of the decision rendered on September 15, 2010, which found that he did not meet the experience requirements for the open competitive examination for Plumber and Steamfitter (S0119M).

ACTION: The Civil Service Commission directed that this request be denied.

B-26 VINCENT COSENZO AND JOHN FORMISANO

Vincent Cosenzo and John Formisano appeal the determinations of the Division of Selection Services which found them ineligible for the promotional examination for Police Sergeant (PM5107M), Newark due to untimely applications.

ACTION: The Civil Service Commission directed that these appeals be granted.

B-27 JAMES DIORIO, ET AL.

James DiOrio and Paul Tillotson (PM5092M), Elizabeth; Dwayne Anthony (PM5106M), Mount Laurel; Antoinette Alvarado and Janell Robinson (PM5107M), Newark; Mathew Bandurski and Robert Bruce (PM5114M), Sayreville; and Herbert Granados (PM5120M), West Orange; appeal the determinations of the Division of Selection Services which found them ineligible for the promotional examination for Police Sergeant due to untimely applications.

ACTION: The Civil Service Commission directed that these appeals be denied.

B-28 JAMES GASTON

James Gaston, represented by Otto J. Scerbo, Esq., appeals the decision of the Division of State and Local Operations which upheld the removal of his name from the Sheriff's Officer (S9999H), Hudson County, eligible list due to an unsatisfactory background report.

ACTION: The Civil Service Commission directed that this appeal be denied.

B-29 KURT HAMMOND

Kurt Hammond appeals the decision of the Division of State and Local Operations which upheld the removal of his name from the Carpenter (C0631K), Hudson County, eligible list due to his unsatisfactory criminal record.

ACTION: The Civil Service Commission directed that this appeal be denied.

B-30 KYLE HOUSLEY

Kyle Housley, represented by Raymond C. Staub, Esq., appeals the decision of the Division of State and Local Operations which upheld the removal of his name from the Fire Fighter (M2394H), City of Trenton, eligible list due to the falsification of his employment application.

ACTION: The Civil Service Commission directed that this appeal be denied.

B-31 LEE KIMBERLIN

Lee Kimberlin appeals the appointing authority's request to remove her name from the Claims Examiner, Unemployment and Disability Insurance (PS3031N), Department of Labor and Workforce Development, employment list due to her late response to the Certification Notice.

ACTION: The Civil Service Commission directed that this appeal be granted.

B-32 JEANETTE R. RIVERA

Jeanette R. Rivera appeals the decision of the Division of State and Local Operations, which found that the appointing authority had presented a sufficient basis to remove the appellant's name from the Police Officer (S9999H), City of Newark, eligible list on the basis of an unsatisfactory employment record.

ACTION: The Civil Service Commission directed that this appeal be denied.

B-33 DONNEL SCHULER

Donnel Schuler, represented by Moshood Muftau, Esq., appeals the decision of the Division of State and Local Operations which upheld the removal of his name from the County Correction Officer (S9999K), Essex County, eligible list due to his unsatisfactory criminal history.

ACTION: The Civil Service Commission directed that this appeal be granted.

B-34 NADIYAH A. SIMPSON

Nadiyah A. Simpson appeals the decision of the Division of State and Local Operations which upheld the removal of her name from the Correction Officer Recruit (S9999K), Department of Corrections, eligible list due to falsification of her employment application.

ACTION: The Civil Service Commission directed that this appeal be denied.

B-35 VINCENT VISCO

Vincent Visco appeals the determination of the Division of Selection Services that denied his admittance to the open-competitive examination for Fire Fighter (M9999M), due to a late application.

ACTION: The Civil Service Commission directed that this appeal be denied.

B-36 GLEN CAMUSO

Glen Camuso, a former Police Captain with Newark, represented by Gary D. Tomasella, Esq., appeals Newark's refusal to appoint him from the September 9, 2008 certification of the eligible list for Deputy Police Chief (PM3515G) and Newark's request to cancel that certification.

ACTION: The Civil Service Commission directed that this appeal be denied.

VOTE:

Robert M. Czech	(Abstained)
Robert E. Brenner	(Yes)
Thomas J. Perna	(Yes)
Richard E. Williams	(Yes)

B-37 DANIEL OTTOBRE

Daniel Ottobre, a County Correction Officer with Mercer County, represented by Jason J. LeBoeuf, Esq., appeals the decision of the Division of State and Local Operations, which upheld the appointing authority's request to cancel the October 21, 2008 certification (PL081626) of the eligible list for County Correction Sergeant (PC2666G).

ACTION: The Civil Service Commission directed that this appeal be denied.

B-38 LEON WILLIAMS

Leon Williams appeals the determination of the Division of State and Local Operations, which upheld the bypass of his name on the October 2, 2009, certification of the Program Support Specialist 1, Assistance Programs (PS5192K), Department of Human Services, eligible list.

ACTION: The Civil Service Commission directed that this appeal be denied.

B-39 MICHAEL PATTON, ET AL.

The Division of State and Local Operations, on behalf of Burlington County, requests that the provisions of *N.J.A.C. 4A:4-1.1(c)* be relaxed in order to allow Michael Patton, Eric Todd, Stephen Burr, Howard Black, and Richard Zuvich to be provisionally appointed, pending promotional examination procedures, to the competitive titles of Network Administrator 1, Network Administrator 1, Telecommunications Systems Analyst, Principal Technician, Management Information Systems (MIS), and Senior Technician, MIS, respectively.

ACTION: The Civil Service Commission granted the request.

B-40 ASSISTANT MUNICIPAL CLERK (M0593L) ROSELLE BOROUGH

Roselle Borough requests permission not to make an appointment from the March 8, 2010 certification for Assistant Municipal Clerk (M0593L).

ACTION: The Civil Service Commission granted the appointment waiver and assessed selection costs in the amount of \$2,048.

B-41 COORDINATOR OF VOLUNTEERS (C0255K), HUNTERDON COUNTY

The appointing authority's failure to dispose of the certification for Coordinator of Volunteers (C0255K), Hunterdon County, while a provisional is serving in the title, has been referred to the Civil Service Commission for enforcement.

ACTION: The Civil Service Commission ordered the appointing authority to remove the provisional appointee, properly dispose of the certification and pay compliance costs.

B-42 CUSTOMER SERVICE REPRESENTATIVE 2 (S0271L) STATEWIDE

Kean University requests permission not to make an appointment from the January 11, 2010 certification for Customer Service Representative 2 (S0271L).

ACTION: The Civil Service Commission granted the appointment waiver and presently assessed no selection costs.

B-43 SAMUEL MUNOZ AND ANDRES NIEVES

Samuel Munoz and Andres Nieves, Fire Fighters with Camden, represented by Mitesh M. Patel, Esq., appeal the appointments of Ralph Schneeman and Frank Bottalico, Jr., from the Fire Captain (PM3509F), Camden, eligible list, effective September 7, 2009.

ACTION: The Civil Service Commission directed that these appeals be denied.

B-44 TECHNICIAN, MANAGEMENT INFORMATION SYSTEMS (M0017L), JERSEY CITY

Jersey City requests permission not to make an appointment from the January 20, 2010 certification for Technician, Management Information Systems (M0017L).

ACTION: The Civil Service Commission granted the appointment waiver and assessed partial selection costs in the amount of \$1,024.

B-45 JAVIER CUSTODIO

Javier Custodio, a Sheriff's Officer with the Passaic County Sheriff's Office, appeals his reassignment.

ACTION: The Civil Service Commission directed that this appeal be denied.

B-46 ELIZABETH CRESPO

Elizabeth Crespo, a former Police Officer with the City of Passaic, represented by Anthony J. Fusco, Jr., Esq., appeals the determination of her layoff rights by the Division of State and Local Operations.

ACTION: The Civil Service Commission directed that this appeal be denied.

B-47 SUSAN FRACZKIEWICZ

Susan Fraczkievicz, a Secretarial Assistant 1 with the Department of Transportation, requests a waiver of repayment of a salary overpayment pursuant to *N.J.S.A. 11A:3-7*, which provides that when an employee has erroneously received a salary overpayment, the Civil Service Commission may waive repayment based on a review of the case.

ACTION: The Civil Service Commission directed that this request be denied.

B-48 LUIS PASTORIZA

The Superior Court, Law Division, has transmitted the case of *Luis Pastoriza v. City of Camden* to the Civil Service Commission for a determination regarding the propriety of the temporary layoff of Luis Pastoriza from his position as the Municipal Clerk on 26 dates between June 2010 and November 2010.

ACTION: The Civil Service Commission directed that this appeal be denied.

B-49 BONNIE RUDD

The Division of State and Local Operations, on behalf of Warren County, requests that Bonnie Rudd's out-of-title work experience in the title Supervising Account Clerk be accepted to qualify her for a prospective promotional examination for Human Services Specialist 3.

ACTION: The Civil Service Commission directed that this request be granted.

B-50 BEVERLY SCHNEGELSBERGER

Beverly Schnegelsberger, a former Police Aide with Burlington City, Department of Public Safety, represented by Jessica Shaw, Staff Representative, CWA Local 1040, appeals the determination of her layoff rights by the Division of State and Local Operations.

ACTION: The Civil Service Commission directed that this appeal be granted.

B-51 MARY J. SHELLY

Mary J. Shelly, a Manager 2, Fiscal Resources with the Motor Vehicle Commission, appeals her five-day suspension.

ACTION: The Civil Service Commission directed that this appeal be denied.

B-52 NIDIA ZUERCHER

Nidia Zuercher, a Practical Nurse at Hunterdon Developmental Center, Department of Human Services, appeals the denial of an education leave of absence.

ACTION: The Civil Service Commission directed that this appeal be denied.

B-53 BILLIE ANDERSON-THOMAS

Billie Anderson-Thomas, represented by Dennis Reiter, Treasurer, CWA Local 1033, appeals the decision of the Division of State and Local Operations which found that her position with the Department of Education is correctly classified as Educational Program Development Specialist 2. The appellant seeks an Educational Program Development Specialist 1 classification.

ACTION: The Civil Service Commission directed that this appeal be denied.

B-54 MARIA APOSTOLOS

Maria Apostolos appeals the decision of the Division of State and Local Operations which found that her position with the Department of Human services is properly classified as Clerk. The appellant seeks a Child Support and Paternity Specialist 3 classification.

ACTION: The Civil Service Commission directed that this appeal be denied.

B-55 ERICA BERGMAN

Erica Bergman appeals the decision of the Division of State and Local Operations that the proper classification of her position with the Department of Environmental Protection is Principal Environmental Specialist, Site Remediation. The appellant seeks a Site Remediation Technical Specialist classification.

ACTION: The Civil Service Commission directed that this appeal be denied.

B-56 JAMES DESCHLER

James Deschler appeals the decision of the Division of State and Local Operations which found that his position with Rowan University is properly classified as Head Grounds Worker. The appellant seeks an Assistant Supervisor of Landscape Maintenance classification.

ACTION: The Civil Service Commission directed that this appeal be denied.

B-57 KISHA FINGER

Kisha Finger appeals the decision of the Division of State and Local Operations which found that her position with the Southern State Correctional Facility is properly classified as Instructional Technician, Secured Facilities. The appellant seeks an Education Program Assistant 1 classification.

ACTION: The Civil Service Commission directed that this appeal be denied.

B-58 OLUWASEYI OGUNYINKA

Oluwaseyi Ogunyinka appeals the decision of the Division of State and Local Operations which found that his position with the Civil Service Commission was correctly classified as Human Resource Consultant 2. The appellant seeks a Human Resource Consultant 3 classification.

ACTION: The Civil Service Commission directed that this appeal be denied.

VOTE: **Robert M. Czech** **(Abstained)**
 Robert E. Brenner **(Yes)**
 Thomas J. Perna **(Yes)**
 Richard E. Williams **(Yes)**

B-59 SAHEED OLUSHI

Saheed Olushi appeals the decision of the Division of State and Local Operations which found that his position with the Civil Service Commission was correctly classified as Human Resource Consultant 1. The appellant seeks a Human Resource Consultant 2 classification.

ACTION: The Civil Service Commission directed that this appeal be denied.

VOTE: **Robert M. Czech** **(Abstained)**
 Robert E. Brenner **(Yes)**
 Thomas J. Perna **(Yes)**
 Richard E. Williams **(Yes)**

B-60 PATRICK BEATTY

The appeal of Patrick Beatty, a Senior Police Officer, Human Services, with the Department of Human Services, of his removal effective July 15, 2010, on charges, was heard by Acting Director and Chief Administrative Law Judge Laura Sanders (ALJ), who rendered her initial decision on December 6, 2010. At its meeting on March 16, 2011, the Civil Service Commission did not adopt the ALJ's recommendation to grant the appointing authority's motion for summary decision and dismiss the charges as moot. Rather, the Commission remanded the matter to the Office of Administrative Law for further proceedings. The proposed decision is now submitted for the Commission's review.

ACTION: The Civil Service Commission adopted the decision.

VOTE:

Robert M. Czech	(Yes)
Robert E. Brenner	(Yes)
Thomas J. Perna	(Abstained)
Richard E. Williams	(Yes)

B-61 INOCENCIO DONES

The appeal of Inocencio Dones, an Assistant District Parole Supervisor, Juvenile Justice, with the Juvenile Justice Commission, Department of Law and Public Safety, of his removals effective February 6, 2010, on charges, was heard by Administrative Law Judge Donald J. Stein (ALJ), who rendered his initial decision on February 10, 2011. At its meeting on March 16, 2011, the Civil Service Commission adopted the ALJ's recommendation to uphold the appellant's removal. However, the Commission did not adopt that portion of the initial decision which indicated that *N.J.S.A. 40A:14-147* applied to the appellant. The proposed final decision is now submitted for the Commission's review.

ACTION: The Civil Service Commission adopted the final decision.

VOTE:

Robert M. Czech	(Yes)
Robert E. Brenner	(Yes)
Thomas J. Perna	(Abstained)
Richard E. Williams	(Yes)

B-62 ROBERT FERGUSON

The appeal of Robert Ferguson, a Senior Correction Officer at the Adult Diagnostic and Treatment Center, Department of Corrections, of his removal on charges, was heard by Administrative Law Judge Gail M. Cookson (ALJ), who rendered her initial decision on January 5, 2011. At its meeting on March 16, 2011, the Civil Service Commission adopted the ALJ's recommendation to reverse the removal. However, the Commission found it necessary to address the parameters of its August 18, 2010 remand decision. The proposed decision is now submitted for the Commission's review.

ACTION: The Civil Service Commission adopted the decision.

VOTE: **Robert M. Czech** **(Yes)**
 Robert E. Brenner **(Yes)**
 Thomas J. Perna **(Abstained)**
 Richard E. Williams **(Yes)**

B-63 OLIVIA GILLIARD

The appeal of Olivia Gilliard, a Senior Correction Officer at Northern State Prison, Department of Corrections, of her 45 working day suspension, on charges, was heard by Administrative Law Judge Caridad F. Rigo (ALJ), who rendered her initial decision on October 22, 2010. At its meeting on March 16, 2011, the Civil Service Commission did not adopt the ALJ's recommendation to dismiss the charges and reverse the 45 working day suspension. Rather, the Commission upheld the charge of conduct unbecoming a public employee and imposed a 10 working day suspension. The proposed final decision is now submitted for the Commission's review.

ACTION: The Civil Service Commission adopted the decision.

VOTE: **Robert M. Czech** **(Yes)**
 Robert E. Brenner **(Yes)**
 Thomas J. Perna **(Abstained)**
 Richard E. Williams **(Yes)**

B-64 AILEEN MATIAS

The appeal of Aileen Matias, a Police Officer with the Township of Irvington Police Department, of her removal effective June 30, 2003, on charges, was heard by Administrative Law Judge Richard McGill (ALJ), who rendered his initial decision on October 21, 2010. At its meeting on March 16, 2011, the Civil Service Commission adopted the ALJ's recommendation to reverse the appellant's removal and award counsel fees. However, the Commission did not adopt the portion of the ALJ's initial decision which awarded back pay. The proposed decision is now submitted for the Commission's review.

ACTION: The Civil Service Commission adopted the decision.

VOTE: **Robert M. Czech** **(Yes)**
 Robert E. Brenner **(Yes)**
 Thomas J. Perna **(Abstained)**
 Richard E. Williams **(Yes)**

B-65 BRIAN BINKLEY AND TASHIRA YORK-FUNCHERS

Brian Binkley and Tashira York-Funchers appeal the determinations of the Division of Selection Services which found that they were below the minimum requirements in experience for the promotional examination for Child Support and Paternity Specialist 2 (PS5975K), Department of Human Services.

ACTION: The Civil Service Commission directed that these appeals be granted.

B-66 DONNA BURNS

Donna Burns appeals the determination of the Division of Selection Services which found that, per the substitution clause for education, she was below the minimum requirements in experience for the promotional examination for Social Work Supervisor (PC0115M), Camden County Board of Social Services.

ACTION: The Civil Service Commission directed that this appeal be denied.

B-67 RENEE CALDWELL, ET AL.

Renee Caldwell, John Gardner and Marisol Valentin appeal the validity of the promotional examination for Investigator, Secured Facilities (PS1820I), Department of Corrections.

ACTION: The Civil Service Commission directed that these appeals be denied.

B-68 LEONARD CALVO

Leonard Calvo appeals his score for the examination for Fire Officer 2 (PM3520L), North Hudson Regional Fire and Rescue Service.

ACTION: The Civil Service Commission directed that this appeal be denied.

VOTE:

Robert M. Czech	(Abstained)
Robert E. Brenner	(Yes)
Thomas J. Perna	(Yes)
Richard E. Williams	(Yes)

B-69 CELSO CASTRO

Celso Castro, represented by Robert O. Yaeger, Principal Staff Representative, Communications Workers of America, Local 1040, appeals the determination of the Division of Selection Services which found that he did not meet the requirements for the promotional examination for Assistant Engineer in Charge of Maintenance 1 (PS7606I), Department of Corrections.

ACTION: The Civil Service Commission directed that this appeal be denied.

B-70 MICHAEL CURTIN

Michael Curtin appeals his score on the examination for Battalion Fire Chief (PM3502L), Elizabeth.

ACTION: The Civil Service Commission directed that this appeal be denied.

B-71 SUZANNE DEANS AND EVETTE MYERS

Suzanne Deans appeals the decision of the Division of Selection Services that she did not meet the experience requirements per the substitution clause for education, while Evette Myers appeals the decision of the Division of Selection Services that she did not meet the experience requirements for the promotional examination for Technical Assistant, Personnel (PS6868I), Department of Corrections.

ACTION: The Civil Service Commission directed that these appeals be denied.

B-72 STEPHEN DELEONARDIS

Stephen DeLeonardis appeals the determination of the Division of Selection Services which found that he was below the minimum requirements in experience for the promotional examination for Assistant Municipal Recycling Coordinator (PM0467M), Gloucester Township Utilities Authority.

ACTION: The Civil Service Commission directed that this appeal be granted.

B-73 SHARON R. GRAHAM

Sharon R. Graham appeals the determination of the Division of Selection Services which found that, per the substitution clause for education, she did not meet the experience requirements for the promotional examination for Administrative Analyst 3, Data Processing (PS4525I), Department of Corrections.

ACTION: The Civil Service Commission directed that this appeal be granted.

B-74 KATHLEEN GRAY

Kathleen Gray, represented by Molly Richardson, Esq., appeals the determination of the Division of Selection Services which found that, per the substitution clause for education, she was below the minimum requirements in experience for the promotional examination for Child Support and Paternity Specialist 2 (PS5975K), Department of Human Services.

ACTION: The Civil Service Commission directed that this appeal be denied.

B-75 STEVEN HADLEY

Steven Hadley, represented by Kenneth L. Wallach, Esq., appeals the determination of the Division of Selection Services, which found that he was ineligible for the promotional examination for Police Sergeant (PM5091M), Egg Harbor City.

ACTION: The Civil Service Commission directed that this appeal be denied.

B-76 CONNIE HERNANDEZ, ET AL.

Connie Hernandez, Anthony Leak, Gaddie Somerville, Victoria Summers and Vincenty Zylma appeal the validity of the multiple choice examination for Program Support Specialist 2 Assistance Programs (PS5552K), Department of Children and Families.

ACTION: The Civil Service Commission directed that these appeals be denied.

B-77 NEIL JIORLE

Neil Jiorle appeals the determination of the Division of Selection Services which found that he did not meet the experience requirements for the open competitive examination for Public Health Representative 3, Communicable Disease (S0209M), Statewide.

ACTION: The Civil Service Commission directed that this appeal be denied.

B-78 MARIE KRUPINSKI

Marie Krupinski appeals the decision of the Division of Selection Services which found that she did not meet the experience requirements for the promotional examination for Assistant Business Administrator (PM0280M), Elizabeth.

ACTION: The Civil Service Commission directed that this appeal be granted.

B-79 RON KOSZTYU

Ron Kosztyu appeals his score on the examination for Battalion Fire Chief (PM3509L), Trenton.

ACTION: The Civil Service Commission directed that this appeal be denied.

B-80 SHANNON MARTELLO

Shannon Martello appeals the determination of the Division of Selection Services which found that she was below the minimum requirements in experience for the promotional examination Probate Assistant (PC0422M), Camden County.

ACTION: The Civil Service Commission directed that this appeal be granted.

B-81 GEORGE PRUNES, ET AL.

George Prunes (PM7503M), Brick; Giacomo Sacca (PM7506M), Elizabeth; Keith Bendul, Stephen Gallagher and Stanley Zon (PM7508M), Fort Lee; Jason Roebuck and Robert Wiener (PM7514M), Long Branch; Michael Colwell (PM7523M), Point Pleasant; John Fitzsimmons (PM7526M), Sayreville; Michael Woodrow (PM7529M), Union Beach; James D'Andrea, Nichelle Luster and Brian Wolpert (PM7530M), Union City; and Richard Levens and Robert Martin (PM7533M), West Orange; appeal the written portion of the examination for Police Captain (various jurisdictions).

ACTION: The Civil Service Commission directed that these appeals be denied.

B-82 CARL REID, JR. AND MICHAEL ZOTTI

Carl Reid, Jr. and Michael Zotti request make-up examinations for the written portion of the examination for Fire Fighter (M9999M), various jurisdictions.

ACTION: The Civil Service Commission directed that these requests be granted.

B-83 EDWARD ROCK

Edward Rock appeals the decision of the Division of Selection Services which found that he did not meet the experience requirements for the promotional examination for Supervisor of Data Processing Operations (PM0273M), Atlantic City.

ACTION: The Civil Service Commission directed that this appeal be denied.

B-84 JOHN RYAN

John Ryan appeals his score on the examination for Battalion Fire Chief (PM3502L), Elizabeth.

ACTION: The Civil Service Commission directed that this appeal be denied.

B-85 FRANK SEIDL

Frank Seidl appeals his score on the examination for Battalion Fire Chief (PM3509L), Trenton.

ACTION: The Civil Service Commission directed that this appeal be denied.

B-86 APARNA SHAH

Aparna Shah appeals the determination of the Division of Selection Services which found that she did not meet the experience requirements for the promotional examination for Administrative Analyst 3 (PS7062K), Department of Human Services.

ACTION: The Civil Service Commission directed that this appeal be denied.

B-87 JASON SHANLEY

Jason Shanley appeals the determination of the Division of Selection Services that he did not meet the experience requirement for the promotional examination for Fiscal Analyst (PC0846M), Union County.

ACTION: The Civil Service Commission directed that this appeal be granted.

B-88 JOAN M. SKYERS

Joan M. Skyers appeals the determination of the Division of Selection Services which found that she did not meet the requirements for the promotional examination for Administrative Assistant 3 (PS5268R), Board of Public Utilities.

ACTION: The Civil Service Commission directed that this appeal be denied and the matter of the proper classification of appellant's current provisional position be referred to the Division of State and Local Operations for further review.

B-89 MOISES VALDES

Moises Valdes appeals his score on the examination for Fire Officer 2 (PM3520L), North Hudson Regional Fire and Rescue Service.

ACTION: The Civil Service Commission directed that this appeal be denied.

VOTE:

Robert M. Czech	(Abstained)
Robert E. Brenner	(Yes)
Thomas J. Perna	(Yes)
Richard E. Williams	(Yes)

B-90 GARY ZITO

Gary Zito appeals the determination of the Division of Selection Services which found that he did not meet the experience requirements for the promotional examination for Administrative Director Health and Senior Services (PS6450H), Department of Health and Senior Services.

ACTION: The Civil Service Commission directed that this appeal be denied.

B-91 CIVIL SERVICE COMMISSION MINUTES

Submitted for adoption are the Civil Service Commission minutes of its meeting of March 16, 2011.

ACTION: The Civil Service Commission adopted the minutes of its meeting of March 16, 2011.

VOTE: **Robert M. Czech** **(Yes)**
 Robert E. Brenner **(Yes)**
 Thomas J. Perna **(Abstained)**
 Richard E. Williams **(Yes)**

B-92 EARLY SETTLEMENTS

In the Matter of Vincent Garcia
Ancora Psychiatric Hospital
Department of Human Services
Suspension

In the Matter of Timothy Nesmith
Albert C. Wagner Youth Correctional Facility
Department of Human Services
Suspension

ACTION: The Civil Service Commission acknowledged the settlements.

B-93 KEITH BOZEMAN

Keith Bozeman, an Equipment Operator with the City of Wildwood's Department of Public Works and Public Property, appeals the determination of his layoff rights by the Division of State and Local Operations.

ACTION: The Civil Service Commission directed that this appeal be granted in part.

B-94 INVESTIGATOR 1, JUDICIARY

The Division of State and Local Operations, on behalf of the Administrative Office of the Courts, requests that the provisions of *N.J.A.C. 4A:4-7.6(c)* be relaxed in order to allow Elizabeth Blackwood, Vyvyan Chaffin, Philip Crenshaw, Tanya Pratt, Bernardo Rivera, Robert Walters, and Shelley Webb, employees with the Judiciary, Camden Vicinage, all in the title of Youth Aide, to undergo title changes to Investigator 1 with retention of permanent status as part of a pre-layoff action.

ACTION: The Civil Service Commission granted the request.

B-95 ALTERNATE WORKWEEK PROGRAM, DEPARTMENT OF ENVIRONMENTAL PROTECTION

The Communications Workers of America, represented by Rosemarie Cipparulo, Esq., requests a stay of the approval of modification of the Department of Environmental Protection's (DEP) Alternate Workweek Program (AWP) by the Chair/Chief Executive Officer of the Civil Service Commission pending its appeal to the Superior Court of New Jersey, Appellate Division.

ACTION: The Civil Service Commission directed that the request for stay be denied and the Department of Environmental Protection's modified Alternate Workweek Program be approved.

B-96 PAID LEAVE BANK

The Communications Workers of America, the American Federation of State, County, and Municipal Employees Council 1, and the International Federation of Professional and Technical Engineers Local 195, represented by Ira W. Mintz, Esq., request a stay pending their appeal to the Superior Court of New Jersey, Appellate Division, of the adoption by the Civil Service Commission of the provisions of *N.J.A.C. 4A:6-1.2(l)*, which treat the paid leave bank days as vacation leave and place a time limit on the use of the days.

ACTION: The Civil Service Commission directed that this request be denied.

B-97 KENNETH LITTLE

The appeal of Kenneth Little, a Senior Correction Officer with Northern State Prison, Department of corrections, of his removal effective May 7, 2010, on charges, was heard by Administrative Law Judge Mumtaz Bari-Brown (ALJ), who rendered her initial decision on January 6, 2011. At its meeting on March 16, 2011, the Civil Service Commission did not adopt the ALJ's recommendation to reverse the removal. Rather, the Commission modified the removal to a five-working day suspension. The proposed decision is now submitted for the Commission's review.

ACTION: The Civil Service Commission adopted the decision.

VOTE: **Robert M. Czech** **(Yes)**
 Robert E. Brenner **(Yes)**
 Thomas J. Perna **(Abstained)**
 Richard E. Williams **(Yes)**

B-98 KELLY NELSON

The appeal of Kelly Nelson, a Data Processing Technician with the City of Newark, of her resignation not in good standing, effective March 19, 2009, was heard by Administrative Law Judge Sandra Ann Robinson (ALJ), who rendered her initial decision on October 13, 2010. At its meeting on March 16, 2011, the Civil Service Commission did not adopt the ALJ's recommendation to reverse the resignation not in good standing. Rather, the Commission upheld the resignation not in good standing. The proposed final decision is now submitted for the Commission's review.

ACTION: The Civil Service Commission adopted the final decision.

VOTE: **Robert M. Czech** **(Yes)**
 Robert E. Brenner **(Yes)**
 Thomas J. Perna **(Abstained)**
 Richard E. Williams **(Yes)**

There being no further business before the Civil Service Commission, the meeting was adjourned to convene on Wednesday, April 20, 2011, at 10:00 a.m., at 3 Station Plaza, Trenton, New Jersey.

Robert M. Czech
Chairperson
Civil Service Commission