



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
DECEMBER 5, 2012**

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

December 5, 2012

A regular meeting of the Civil Service Commission was held on Wednesday, December 5, 2012, 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 Appeals and Regulatory Affairs.

In accordance with L.1975, c.231, the Secretary to the Civil Service Commission 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 November 28, 2011, and posted at the Civil Service Commission, 3 Station Plaza, Trenton, New Jersey.

All actions were by unanimous vote unless otherwise specified.

DISMISSAL FOR FAILURE TO APPEAR

The Civil Service Commission dismissed the following cases without prejudice for failure to appear at the scheduled hearing before the Office of Administrative Law:

Maria P. Montes, Keyboarding Clerk 1, City of Ventnor City, Revenue and Finance Department, removal.

Marisah Potkalesky, Technical Assistant Management Information Systems, Passaic Valley Water Commission, suspension.

Indira Pranpat, Family Service Specialist 2, Department of Children and Families, release at the end of the working test period.

WITHDRAWAL OF APPEALS

The following appeals were withdrawn and removed from the hearing calendar:

Khadijah Y. Adams, *et al.*, various titles, City of Newark, Police Department, layoff.

Paul Bethea, Sanitation Driver, City of Trenton, Department of Public Works, suspension.

Dolly Bosire, *et al.*, Passaic County, Department of Health, layoff

Tyrone Brown, County Corrections Officer, Gloucester County, Department of Correctional Services, suspension.

Jeffrey Buksar, Sheriff's Officer, Middlesex County, Sheriff's Department, suspension.

Alberto Hernandez, Human Services Specialist 4 Bilingual Spanish/English, Middlesex County Board of Social Services, suspension.

Antonio Hernandez, Police Officer, Borough of Fort Lee, Department of Safety Services, suspension.

Rhonda Hickman, Cottage Training Technician, Vineland Developmental Center, Department of Human Services, returned to permanent held title at the end of the working test period.

Kenisha Jackson, County Correction Officer, Atlantic County, Department of Public Safety, removal.

Debra King, Human Services Specialist 4, Hudson County, Department of Family Services, suspension.

Richard Ladson, Security Guard, Jersey City School District, removal.

John McDonald, City of Hoboken, Department of Human Services, layoff.

Michael Musa, Police Officer, City of Union City, Police Department, release at the end of the test period.

Juan Ramos, County Corrections Officer, Atlantic County, Department of Public Safety, suspension.

Louis Reyes, Police Officer, Borough of Carteret, Police Department, removal.

Arnold Rodriguez, Police Officer, Borough of Bergenfield, Police Department, suspension.

Bobby D. Sanders, County Correction Officer, Burlington County, County Jail, suspension.

Charles Thompson, Senior Correction Officer, Northern State Prison, Department of Corrections, removal.

Edgar VanBuskirk, Correction Lieutenant, Southern State Correctional Facility, Department of Corrections, suspension.

Venus D. Young, Senior Correction Officer, East Jersey State Prison, Department of Corrections, suspension.

Robert Zoll, Jr., County Correction Officer, Burlington County, County Jail, suspension.

CONFIDENTIAL APPOINTMENTS

The Civil Service Commission recorded the following Confidential Appointments under *N.J.S.A.* 11A:3-4(h):

Steven A. Gutkin, appointed as a Confidential Assistant, Office of Homeland Security & Preparedness, effective November 3, 2012, salary of \$106,273.00 per annum.

Jo-Ann Davala, appointed as a Confidential Secretary, Department of the Treasury, effective November 7, 2012, salary of \$40,000.00 per annum.

Kevin Brown, appointed as a Confidential Assistant, Juvenile Justice Commission, effective September 22, 2012, salary of \$135,000.00 per annum.

SECTION A – HEARING MATTERS

A-1 SETTLEMENTS

In the Matter of Joann Bellini
State of New Jersey Parole Board
Suspension

In the Matter Darlene R. Hannah-Collins
Camden County Municipal Utilities Authority
Layoff

In the Matter of Benita Cisrow
South Woods State Prison
Department of Corrections
Removal

In the Matter of Frank Governale
Richard Stockton College
Suspension

In the Matter of Melody Linton
City of Newark
Police Department
Suspension

In the Matter of Brian Regenthal
Union County
Department of Human Services
Suspension

In the Matter of Betty Moore
Hudson County
Department of Corrections
Suspension

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

ACTION: The Civil Service Commission acknowledged the settlements.

A-2 MARGARET ASHLEY, ET AL.

Margaret Ashley, *et al.*, various titles, City of Jersey City, Department of Administration, appeal the good faith of their layoffs effective June 30, 2011, for reasons of economy and efficiency.

Recommendation of the Administrative Law Judge – Dismiss the appeals.

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

A-3 LOUIS BYRD

Louis Byrd, County Correction Officer, Burlington County, County Jail, 120 working day suspension on charges of incompetency, inefficiency or failure to perform duties, conduct unbecoming a public employee, neglect of duty and other sufficient cause.

Recommendation of the Administrative Law Judge – Modify the 120 working day suspension to a 60 working day suspension.

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

A-4 MARIA COSTA SILVA

Maria Costa Silva, Social Worker/Bilingual, Hudson County, Department of Family Services, 30 working day suspension on charges of incompetency, inefficiency, or failure to perform duties, conduct unbecoming a public employee, and neglect of duty.

Recommendation of the Administrative Law Judge – Modify the 30 working day suspension to a 20 working day suspension.

ACTION: The Civil Service Commission rejected the recommendation of the Administrative Law Judge and upheld the 30 working day suspension.

A-5 DANTE DANIEL

Dante Daniel, Senior Correction Officer, Albert C. Wagner Youth Correctional Facility, Department of Corrections, removal effective April 25, 2012, on charges of conduct unbecoming a public employee, other sufficient cause, falsification, and violation of a rule, regulation, policy, procedure, order or administrative procedure.

Recommendation of the Administrative Law Judge – Dismiss the appeal with prejudice for failure to appear.

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

A-6 NICOLE ESPINOSA

Nicole Espinosa, Social Service Aide, Passaic County Board of Social Services, removal effective July 8, 2011, on charges of conduct unbecoming a public employee, physical inability to perform duties and other sufficient cause.

Recommendation of the Administrative Law Judge – Modify the removal to a 15-day suspension.

ACTION: The Civil Service Commission directed that this matter be remanded to the Office of Administrative Law.

A-7 JUSTIN GARCIA

Justin Garcia, County Correction Officer, Union County, Department of Correctional Services, removal effective December 2, 2011, on charges of insubordination, conduct unbecoming a public employee, neglect of duty and other sufficient cause.

Recommendation of the Administrative Law Judge – Modify the removal to a one-month suspension.

ACTION: The Civil Service Commission directed that this matter be held over pending additional information from the appointing authority regarding proposed settlement.

A-8 KEISHA HENDERSON

Keisha Henderson, County Correction Officer, Essex County, Department of Corrections, removal effective November 19, 2010, on charges of incompetency, inefficiency or failure to perform duties, inability to perform duties, conduct unbecoming a public employee, neglect of duty, and violation of Federal regulations concerning drug and alcohol use.

Recommendation of the Administrative Law Judge – Reverse the removal.

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

SECTION B – MISCELLANEOUS MATTERS

B-1 The Division of Classification and Personnel Management requests the inactivation of 54 State titles.

**MEMORANDUM**

DATE: November 26, 2012
 TO: Civil Service Commission
 FROM: Kenneth Connolly, Director *Kenneth Connolly*
 Division of Classification & Personnel Management
 SUBJECT: Change in the State Classification Plan

TITLE INACTIVATION

We request the inactivation of fifty-four (54) state titles, all of which are have been unencumbered for over four (4) years.

The state appointing authorities have been advised of our plans to inactivate the titles identified below.

TITLE INACTIVATION:

Effective: Changes will be effective the first pay period following the Commission's approval.

Deputy Director Marketing
 M98-52328 Unclassified * NL/12

Business Manager 3
 M27-50686 Career * NL/12

Chairman of Board or Commission
 M98-59829 Unclassified * NL/12

Principal Bacteriologist
 R24-02254 Career * 3E/12

Practical Nurse, Deaf Language Specialist
 H16-03844D Career * 40/12

Charge Nurse 12 Months, Deaf Language Specialist
 R22-03853D Career * 4E/12

Intermittent Veterinarian
 P26-10227 Career * NL/12

Intermittent Senior Veterinarian
 P29-10228 Career * NL/12

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Receptionist, Bilingual in Spanish & English
A06-20132C Career * 35/12

Institutional Telephone Operator, Bilingual in Spanish & English
A09-21813C Career * 40/12

Intermittent Security Officer
I13-32260 Career * 40/12

Auditor 3, Bilingual in Spanish & English
P20-51072C Career * NE/12

Advanced Practice Nurse, 10 Months
P28-51201 Career * NL/10

Senior Building Maintenance Worker, 10 Months
O05-51650 Career * 40/10

Data Processing Supervisor, Scheduling and Control
R29-53385 Career * NL/12

Chief Bureau of Regional Enforcement Civil Rights
M30-65872 Unclassified C NL/12

Chief Investigator Law & Public Safety, Specialized Credentials
M32-33860G Career C NL/12

Compliance and Systems Administrator, NJ Election Law Enforcement Commission
P21-31618 Career C 35/12

Supervisor of Lumber Inspections, Weights & Measures
J25-33164 Career C NL/12

Director of Custody Operations 2, JJC
M330-40811 Career C N4/12

Deputy State Superintendent Weights & Measures
M30-33266 Career C NL/12

Legal Proofreader
Y18-36338 Career D 35/12

Principal Biologist, Crop Protection
R25-01754C Career H NL/12

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Investigator, Licensing & Bonding
I16-33953 Career H NE/12

Assistant Director, Livestock Disease Control
M32-00896 Career H NL/12

Chief Bureau of Seed Certification & Control
M31-02466 Career H NL/12

Chief of Vital Statistics & Registration
M30-53958 Career K NL/12

State Epidemiologist
M37-00223 Unclassified K NL/12

Medical Social Care Specialist 1 Medical Assistance HS, Senior Initiatives
P21-60055C Career K NL/12

Microbiologist 1
M30-02006 Career K NL/12

Claims Examiner UDI, Bilingual in Portuguese & English
P17-56092D Career L 35/12

Appeals Examiner 1, Bilingual in Spanish & English
P25-64684C Career L NL/12

Unemployment Insurance Clerk, Bilingual in Portuguese & English
A11-64792D Career L 35/12

Chief of Police PIP
M98-32355 Unclassified M N4/12

Assistant General Manager PIP
M98-43187 Unclassified M NL/12

Intermittent Maintenance Worker 2
O08-15846 Career M 40/12

Intermittent Forest Fire Equipment Maintenance Specialist 2
O15-15848 Career M 40/12

Intermittent Aviation Mechanic
C22-15849 Career M 40/12

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Intermittent Wildlife Worker
 O09-30549 Career M 40/12

Maintenance Supervisor PIP
 M23-43147 Career M N4/12

Manager of Food Industry, Human Services
 M32-44752 Career P NL/12

Apprentice Inspector Multiple Dwellings, Bilingual in Spanish & English
 I16-55472C Career S NE/12

Supervisor Rooming and Boarding Home Evaluations & Licensing
 S29-64422 Career S NL/12

Assistant Chief, Bureau of Housing Services
 M30-64466 Career S NL/12

Investigator Aide Public Defender
 A13-33451 Career T 35/12

Permit Coordination Officer 2
 P23-65363 Career V NE/12

Manager 1 Insurance, Specialized Credentials
 M32-10260C Career X NL/12

Manager 3 Insurance, Specialized Credentials
 M36-10262C Career X NL/12

Manager 3 Insurance
 M36-10262 Career X NL/12

Receptionist 10 Months
 A03-20131 Career Y 35/10

Secretarial Assistant 3 10 Months
 A12-31000 Career Y 35/10

Secretarial Assistant 3 10 Months, Non-Stenographic
 A12-31000C Career Y 35/10

Child Advocate
 M98-70496 Unclassified Z NL/12

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First Assistant Child Advocate
M98-70495 Unclassified Z NL/12

The appropriate negotiation representative has been notified pursuant to N.J.A.C. 4A3-3.3(f).

KC/JT/BP/GB

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

B-2 The Division of Classification and Personnel Management requests the inactivation of the State title Planned Real Estate Development Analyst 2 and the renaming of the Planned Real Estate Development Analyst 1 title to Planned Real Estate Development Analyst.



MEMORANDUM

DATE: November 14, 2012
TO: Civil Service Commission
FROM: Kenneth Connolly, Director
Classification and Personnel Management
SUBJECT: Change in the Classification Plan

STATE GOVERNMENT TITLE

The Division of Classification and Personnel Management requests the inactivation of the State title Planned Real Estate Development Analyst 2 (15072) and the renaming of Planned Real Estate Development Analyst 1 (54942).

We performed an analysis of the titles Planned Real Estate Development (PRED) Analyst 1 & 2 at the request of The Division of Merit Systems Practices & Labor Relations. Our research revealed no significant difference between the two levels. As such, we are seeking inactivation of the lower title which is currently unencumbered. We have discussed the issue with the Department of Community Affairs.

The Office of Employee Relations was asked to review the bargaining units of the impacted titles, and these will be adjusted to reflect current reporting relationships.

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

TITLE INACTIVATION

Planned Real Estate Development Analyst 2
P22-15072 Competitive 4E/12

TITLE NAME CHANGE

FROM	TO
Planned Real Estate Development Analyst 1	Planned Real Estate Development Analyst
R27-54942 Competitive 4E/12	P27-54942 Competitive 4E/12

KC/JT/GS

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

B-3 The Division of Classification and Personnel Management requests the consolidation of a number of Institutional Trade Instructor variants into new variant series.



MEMORANDUM

DATE: November 26, 2012
TO: Civil Service Commission
FROM: Kenneth Connolly, Director
State and Local Operations *Kenneth Connolly*
SUBJECT: Change in State Classification Plan

DEPARTMENT OF CORRECTIONS

The Division of Classification and Personnel Management requests the consolidation of a number of the Institutional Trade Instructor variants into new variant series. An extensive study was conducted to determine which trades are appropriate for consolidation, those which can be phased out in the future, and those having skill sets which do not readily lend themselves to consolidation.

The impacted variants are currently assigned to the Department of Corrections (DOC). The consolidation initiative will provide the agency with the flexibility needed to more effectively meet its responsibilities while also providing employees with enhanced career opportunities.

The title actions will be processed as lateral employee movements; appointment type to appointment type, with retention of existing status. There are no changes in class code or salary.

The new variant title series will be numbered in accordance with the current practice, with the numerical suffix "1" representing the lowest level (entry level) to "2" representing the experienced worker level in this series.

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

- Promotional and open competitive lists issued from pending announcements for the variant 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.

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- 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 title and unit scopes which have expired will be revived as necessary to address unanticipated situations which may arise.
- 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.

The effective date of all actions listed below will be the beginning of the first pay period that follows the Commission's approval of the change in the State Classification plan.

TITLES TO BE CREATED

Institutional Trade Instructor 1, Clothing
H 17 - _____ Career W 4012

Institutional Trade Instructor 2, Clothing
H 19 - _____ Career W 4012

Institutional Trade Instructor 1, Metal
H 17 - _____ Career W 4012

Institutional Trade Instructor 2, Metal
H 19 - _____ Career W 4012

Institutional Trade Instructor 1, Industrial
H 17 - _____ Career W 4012

Institutional Trade Instructor 2, Industrial
H 19 - _____ Career W 4012

Supervising Institutional Trade Instructor
S 21 - _____ Career W 4012

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CONSOLIDATION OF TITLE SERIES

Listed bellows are the trades deemed appropriate for consolidation.

CLOTHING

FROM

Institutional Trade Instructor 2,
Clothing Production Cloth Cutter
H 17-40624Q Career W 4012

TO

Institutional Trade Instructor 1, Clothing
H 17 - _____ Career W 4012

Institutional Trade Instructor 1, Knitting
H 19-40623S Career W 4012

Institutional Trade Instructor 2, Clothing
H 19 - _____ Career W 4012

Institutional Trade Instructor 1,
Clothing Production Cloth Cutter
H 19-40623Q Career W 4012

Institutional Trade Instructor 1,
Needle Trades Clothing Manufacture
H 19-40623W Career W 4012

Institutional Trade Instructor 1
Shoe Manufacturing
H 19-406235 Career W 4012

METAL

FROM

Institutional Trade Instructor 2,
Metal Shelving
H 17-40624F Career W 4012

TO

Institutional Trade Instructor 1, Metal
H 17 - _____ Career W 4012

Institutional Trade Instructor 1,
Sheet Metal-Aluminum Products
H 19-40623Y Career W 4012

Institutional Trade Instructor 2, Metal
H 19 - _____ Career W 4012

Institutional Trade Instructor 1,
Metal Products
H 19-40623V Career W 4012

Institutional Trade Instructor 1,
Metal Shelving
H 19-40623M Career W 4012

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INDUSTRIAL

FROM

Institutional Trade Instructor 2,
Brush and Broom Making
H 17-40624M Career W 4012

Institutional Trade Instructor 2,
Industrial Finishing
H 17-40624N Career W 4012

Institutional Trade Instructor 1
Industrial Finishing
H 19-40623R Career W 4012

Institutional Trade Instructor 1
Brush and Broom Making
H 19-40623P Career W 4012

TO

Institutional Trade Instructor 1, Industrial
H 17 - _____ Career W 4012

Institutional Trade Instructor 2, Industrial
H 19 - _____ Career W 4012

SUPERVISING LEVEL

FROM

Supervising Institutional Trade Instructor
Needle Trades Clothing Manufacture
S 21-40644J Career W 4012

Supervising Institutional Trade Instructor
Metal Products Fabrication
S 21-40644I Career W 4012

Supervising Institutional Trade Instructor
Sheet Metal
S 21-40644L Career W 4012

Supervising Institutional Trade Instructor
Brush and Broom Making
S 21-40644H Career W 4012

Supervising Institutional Trade Instructor
Woodworking
S 21-40644N Career W 4012

Supervising Institutional Trade Instructor
Shoe Manufacturing
S 21-40644Q Career W 4012

TO

Supervising Institutional Trade Instructor
S 21 - _____ Career W 4012

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FROM

Supervising Institutional Trade Instructor
Industrial Finisher
S 21-40644F Career W 4012

Supervising Institutional Trade Instructor
Data Entry
S 21-40644O Career W 4012

Supervising Institutional Trade Instructor
Baking
S 21-40644D Career W 4012

Supervising Institutional Trade Instructor
Food Processing
S 21-40644P Career W 4012

Supervising Institutional Trade Instructor
Printing
S 21-40644K Career W 4012

Supervising Institutional Trade Instructor
Electronics
S 21-40644R Career W 4012

Supervising Institutional Trade Instructor
Laundry
S 21-40644C Career W 4012

Supervising Institutional Trade Instructor
Warehousing
S 21-40644M Career W 4012

TO

Supervising Institutional Trade Instructor
S 21 - _____ Career W 4012

TITLE TO BE MADE ARCHAIC

We request the following title be designated as archaic as it is no longer needed and there is no intention to make further appointments to it. The title shall be inactivated when it is vacated.

FROM

Institutional Trade Instructor 1,
Data Entry
H 19-406233 Career W 4012

TO

Institutional Trade Instructor 1,
Data Entry
H 19-406233 Career # 4012

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VERBIAGE CHANGE

Listed below are the titles which do not lend themselves to consolidation. The remaining variants are being re-numbered for consistency.

LEVEL 1

FROM

Institutional Trade Instructor 2
H 17-40624A Career * 4012

Institutional Trade Instructor 2
General Maintenance
H 17-40624J Career * 4012

Institutional Trade Instructor 2
Landscaping
H 17-40624H Career * 4012

Institutional Trade Instructor 2
Laundry
H 17-40624D Career * 4012

Institutional Trade Instructor 2
Printing
H 17-40624O Career W 4012

Institutional Trade Instructor 2
Cooking
H 17-40624C Career * 4012

Institutional Trade Instructor 2
Food Processing
H 17-40624T Career W 4012

Institutional Trade Instructor 2
Farm Operations
H 17-40624S Career W 4012

TO

Institutional Trade Instructor 1
H 17-40624A Career * 4012

Institutional Trade Instructor 1
General Maintenance
H 17-40624J Career * 4012

Institutional Trade Instructor 1
Landscaping
H 17-40624H Career * 4012

Institutional Trade Instructor 1
Laundry
H 17-40624D Career * 4012

Institutional Trade Instructor 1
Printing
H 17-40624O Career W 4012

Institutional Trade Instructor 1
Cooking
H 17-40624C Career * 4012

Institutional Trade Instructor 1
Food Processing
H 17-40624T Career W 4012

Institutional Trade Instructor 1
Farm Operations
H 17-40624S Career W 4012

LEVEL 2

FROM

Institutional Trade Instructor 1
H 19-40623A Career * 4012

Institutional Trade Instructor 1
General Maintenance
H 19-40623E Career # 4012

TO

Institutional Trade Instructor 2
H 19-40623A Career * 4012

Institutional Trade Instructor 2
General Maintenance
H 19-40623E Career # 4012

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FROM

Institutional Trade Instructor 1
Carpentry
H 19-40623F Career * 4012

Institutional Trade Instructor 1
Electronics
H 19-406236 Career W 4012

Institutional Trade Instructor 1
Welding
H 19-40623I Career W 4012

Institutional Trade Instructor 1
Automotive Services
H 19-40623C Career W 4012

Institutional Trade Instructor 1
Laundry
H 19-40623G Career * 4012

Institutional Trade Instructor 1
Warehousing
H 19-406231 Career W 4012

Institutional Trade Instructor 1
Printing
H 19-40623X Career W 4012

Institutional Trade Instructor 1
Hair Cutting
H 19-40623N Career * 4012

Institutional Trade Instructor 1
Cooking
H 19-40623K Career * 4012

Institutional Trade Instructor 1
Food Processing
H 19-40623L Career W 4012

Institutional Trade Instructor 1
Baking
H 19-40623J Career W 4012

Institutional Trade Instructor 1
Sewing Machine Repair
H 19-40623O Career W 4012

TO

Institutional Trade Instructor 2
Carpentry
H 19-40623F Career * 4012

Institutional Trade Instructor 2
Electronics
H 19-406236 Career W 4012

Institutional Trade Instructor 2
Welding
H 19-40623I Career W 4012

Institutional Trade Instructor 2
Automotive Services
H 19-40623C Career W 4012

Institutional Trade Instructor 2
Laundry
H 19-40623G Career * 4012

Institutional Trade Instructor 2
Warehousing
H 19-406231 Career W 4012

Institutional Trade Instructor 2
Printing
H 19-40623X Career W 4012

Institutional Trade Instructor 2
Hair Cutting
H 19-40623N Career * 4012

Institutional Trade Instructor 2
Cooking
H 19-40623K Career * 4012

Institutional Trade Instructor 2
Food Processing
H 19-40623L Career W 4012

Institutional Trade Instructor 2
Baking
H 19-40623J Career W 4012

Institutional Trade Instructor 2
Sewing Machine Repair
H 19-40623O Career W 4012

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FROM

Institutional Trade Instructor 1
Woodworking
H 19-406232 Career W 4012

Institutional Trade Instructor 1
Farm Operations
H 19-406234 Career W 4012

TO

Institutional Trade Instructor 2
Woodworking
H 19-406232 Career W 4012

Institutional Trade Instructor 2
Farm Operations
H 19-406234 Career W 4012

CROSSWALK OF EMPLOYEES

As part of this consolidation process and for appropriate classification, the following three employees in the Institutional Trade Instructor 1, Data Entry title shall be cross walked to the new variant title Institutional Trade Instructor 2, Clothing.

1. Ida Czao
2. Patricia Demming
3. Heidi Hamilton

KC/JT/BP/PM

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

B-4 ALANA WALLBILLICH

Alana Wallbillich, a Business Manager 1, Corrections, with the Edna Mahan Correctional Facility, Department of Corrections, appeals a three-day suspension issued by the Department Corrections.

ACTION: The Civil Service Commission directed that this appeal be remanded to the appointing authority for further proceedings.

B-5 ALFRED N. AREZZO

Alfred N. Arezzo, represented by John P. Lacey, Esq., petitions the Civil Service Commission for a stay of the Commission's decision rendered on September 5, 2012, which increased a 30 working day suspension to a six-month suspension and upheld his removal.

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

B-6 JYVAUN WILLIAMS

The Department of Law and Public Safety, Division of State Police, requests that the provisions of *N.J.A.C. 4A:4-1.1(c)* be relaxed in order to allow Jyvaun Williams to be provisionally appointed, pending promotional examination procedures, to the competitive title of Technician, Management Information Systems.

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

B-7 NICHOLAS MANOCCHIO

The Department of the Treasury requests that Nicholas Manocchio's out-of-title experience be accepted to qualify him for a prospective promotional examination for the title of Senior Technician, Management Information Systems.

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

B-8 JUNE PIPERATA

June Piperata appeals the length of her provisional appointment in the title of Child Care Quality Assurance Inspector 1 and requests an evaluation of her credentials in lieu of the open competitive examination for Child Care Quality Assurance Inspector 1 (S0194P).

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

B-9 JOAN POSSERT

The Office of the Public Defender requests that Joan Possert's out-of-title experience be accepted to qualify her for a prospective promotional examination for the title of Assistant Buyer.

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

B-10 RONALD ALTMANN

Ronald Altmann, a Police Officer with the City of Paterson, represented by Joseph S. Murphy, Esq., requests that the Civil Service Commission grant him a retroactive date of appointment to his former position of Police Sergeant.

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

B-11 DHARIST KAUSHAL

Dharist Kaushal appeals the determination of the Division of Selection Services denying his request for a make-up examination for Supervising Medical Security Officer (PS4782K), Department of Human Services.

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

B-12 MATTHEW WNEK III

Matthew Wnek III appeals the decision of the Division of Selection Services denying his request for a make-up examination for Correction Sergeant (PS6436I), Department of Corrections.

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

B-13 SUZANNE M. CAMPBELL

The appointing authority requests that the provisions of *N.J.A.C. 4A:6-3.4(a)*, which govern the time period in which employees must file an application for Supplemental Compensation on Retirement (SCOR), be relaxed to permit Suzanne M. Campbell, a former Staff Clinical Psychologist 3 at Senator G.W. Hagedorn Psychiatric Hospital, Department of Human Services, to submit a late application for SCOR benefits.

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

B-14 NORMA ROSADO

The appointing authority requests that the provisions of *N.J.A.C. 4A:6-3.4(a)*, which govern the time period in which employees must file an application for Supplemental Compensation on Retirement (SCOR), be relaxed to permit Norma Rosado, a former Senior Building Maintenance Worker at Ancora Psychiatric Hospital, Department of Human Services, to submit a late application for SCOR benefits.

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

B-15 ROBERT BURD

Robert Burd appeals the determination of the Division of Classification and Personnel Management that his position with the Department of the Treasury is properly classified as a Data Processing Analyst 1. The appellant seeks a Project Manager, Data Processing job classification.

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

B-16 DONALD COPELAND

Donald Copeland appeals the decision of the Division of Classification and Personnel Management which found that his position with the Department of Banking and Insurance is properly classified as Financial Examiner 2. The appellant seeks a Financial Examiner 1 job classification.

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

B-17 YOLANDA DICKERSON

Yolanda Dickerson appeals the decision of the Division of Classification and Personnel Management which found that her position with Atlantic City is properly classified as Clerk 2. The appellant seeks a Principal Account Clerk job classification.

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

B-18 ELECTRICAL SUBCODE OFFICIAL (M2209N), BORDENTOWN TOWNSHIP

The Division of Classification and Personnel Management requests that Bordentown Township be ordered to return the November 15, 2011 certification for Electrical Subcode Official (M2209N) for proper disposition.

ACTION: The Civil Service Commission ordered the appointing authority to properly dispose of the certification and pay compliance costs in the amount of \$1,000.

B-19 MECHANIC (SPECIAL RE-EMPLOYMENT LIST), TRENTON

The Division of Classification and Personnel Management requests that Trenton be ordered to return the October 14, 2011 certification for Mechanic (Special Re-employment List) for proper disposition.

ACTION: The Civil Service Commission ordered the appointing authority to properly dispose of the certification and pay compliance costs in the amount of \$1,000.

B-20 PROJECT COORDINATOR, REDEVELOPMENT (M1011L), JERSEY CITY REDEVELOPMENT AGENCY

The Jersey City Redevelopment Agency, represented by Sean Dias, Esq., requests reconsideration of the decision rendered on April 4, 2012 by the Civil Service Commission in *In the Matter of Project Coordinator, Redevelopment (M1011L), Jersey City Redevelopment Agency*, which ordered it to properly dispose of the April 21, 2011 certification within 20 days and remit \$1,000 in compliance costs.

ACTION: The Civil Service Commission granted the request for reconsideration and assessed selection costs in the amount of \$2,048 and ordered the appointing authority to remit the \$1,000 previously assessed.

B-21 REALLOCATION OF STATE, LOCAL AND COMMON TITLES FROM THE COMPETITIVE TO THE NON-COMPETITIVE DIVISION OF THE CAREER SERVICE, PHASE 2

The Division of Classification and Personnel Management recommends reallocation of various State, Local and common titles to the non-competitive division of the career service in accordance with *N.J.A.C.4A:3-1.2*.

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

B-22 SENIOR POLICE OFFICER, HUMAN SERVICES

The Policemen's Benevolent Association, Local 113, represented by Sanford R. Oxfeld, Esq., appeals the determination of the former Division of State and Local Operations that an insufficient basis had been presented to warrant reevaluation of the Senior Police Officer, Human Services title.

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

B-23 DENISE BRONSON

Denise Bronson requests reconsideration of the Civil Service Commission determination *In the Matter of Denise Bronson, Department of Environmental Protection* (CSC, decided May 2, 2012) which found that her position was properly classified as Principal Clerk Typist. She also appeals the September 27, 2012 determination of the Division of Classification and Personnel Management classifying her position as Secretarial Assistant 3, Non Stenographic, effective June 30, 2012.

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

B-24 ODISE CARR

The City of Camden, represented by Caryl M. Amana, Esq., requests reconsideration of the decision rendered on July 11, 2012, which awarded shift differential as part of the back pay award to Odise Carr.

ACTION: The Civil Service Commission directed that the request for reconsideration be denied.

B-25 CLAUDETTE DYE-WRIGHT

Claudette Dye-Wright, a Juvenile Detention Officer with Union County, petitions the Civil Service Commission for reconsideration of the final decision rendered on May 2, 2012, which reversed the 60 working day suspension but upheld her demotion.

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

B-26 JEANA F. ABUAN

Jeana F. Abuan appeals the determination of the Division of Selection Services which found that she did not meet the requirements for the promotional examination for Personnel Director (PM0799N), Jersey City.

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

B-27 JOSEPH BARBER, ET AL.

Joseph Barber, Bogdan Chivulescu, Carla Cooper, Rosario Cutrupi, Jr., Jaick Joseph, Violette Joseph, Robert Neary, Kathy Schaffer, Peter Skibar and Lola Walker appeal the determinations of the Division of Selection Services and Recruitment which found that Joseph Barber, Bogdan Chivulescu, Rosario Cutrupi, Jr., Jaick Joseph, Violette Joseph, Robert Neary, Kathy Schaffer, Peter Skibar and Lola Walker did not meet the experience requirements, and Carla Cooper did not meet the experience requirements, per the substitution clause for education, for the open-competitive examination for Project Manager, Data Processing (S0339P), Statewide.

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

B-28 BOBBI DEFELICE

Bobbi Defelice appeals the determination of the Division of Selection Services and Recruitment that she does not meet the experience requirements for the promotional examination for Administrative Analyst 4 (PS0601U), Department of the Treasury.

ACTION: The Civil Service Commission directed that this appeal be denied and her position undergo a classification review if she is not returned to her regular prior-held title immediately.

B-29 THOMAS J. KALFUT

Thomas J. Kalfut appeals the determination of the Division of Selection Services and Recruitment which found that he did not meet the requirements for the promotional examination for Supervisor Roads (PC1099N), Cumberland County.

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

B-30 ANTHONY LARINO AND FRANK THORPE

Anthony Larino (PM7501P), Bayonne; and Frank Thorpe (PM7512P), Elmwood Park; appeal the written portion of the examination for Police Captain (various jurisdictions).

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

B-31 DARLENE H. PHARMES

Darlene H. Pharmes appeals the determination of the Division of Selection Services and Recruitment which found that she did not meet the requirements for the promotional examination for Personnel Director (PM0799N), Jersey City.

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

B-32 CARINE POLCARO

Carine Polcaro appeals the determination of the Division of Selection Services that found that she did not meet the experience requirements for the promotional examination for Supervisor Food Service Area Operations (PS8567I), Department of Corrections.

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

B-33 TIFFANY PUGH

Tiffany Pugh appeals the determination of the Division of Selection Services and Recruitment which found that she was not eligible for the promotional examination for Human Services Specialist 1 (PC0021P), Passaic County Board of Social Services.

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

B-34 CORNELIA RUMPH

Cornelia Rumph appeals the determination of the Division of Selection Services and Recruitment which found that she did not meet the experience requirements for the promotional examination for Secretarial Assistant 2 (PS0071Q), Public Defender.

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

B-35 DEBORAH SPECHT

Deborah Specht appeals the determination of the Division of Selection Services and Recruitment which found that she did not meet the minimum experience requirements for the promotional examination for Paralegal Technician 1 (PC0110P), Atlantic County.

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

B-36 SHEILA STANTON

Sheila Stanton appeals the determination of the former Division of Selection Services that she did not meet the experience requirement for the promotional examination for Principal Data Control Clerk Typing (PC0813N), Burlington County.

ACTION: The Civil Service Commission directed that this appeal be denied, but the matter of the appellant's classification be referred to the Division of Classification and Personnel Management for review.

B-37 PATRICIA VEGA

On behalf of Patricia Vega, the Director, Division of Purchasing in Jersey City, appeals the determination of the Division of Selection Services and Recruitment which found that Ms. Vega did not meet the experience requirements for the promotional examination for Principal Buyer (PM0461P), Jersey City.

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

B-38 CIVIL SERVICE COMMISSION MINUTES


Submitted for adoption are the Civil Service Commission minutes of its meeting of November 21, 2012.

ACTION: The Civil Service Commission adopted the minutes of its meeting of November 21, 2012.

B-39 The Division of Classification and Personnel Management requests the consolidation of the Data Processing Programmer and Data Processing Analyst title series and variants into the Software Development Specialist title series.



MEMORANDUM

DATE: November 27, 2012
TO: Civil Service Commission
FROM: Kenneth Connolly, Director 
Division of Classification and Personnel Management
SUBJECT: Change in the State Classification Plan

CONSOLIDATION AND GENERALIZATION OF TITLE SERIES

The Division of Classification and Personnel Management on behalf of the Information Technology Title Consolidation Committee requests the consolidation of the Data Processing Programmer and Data Processing Analyst title series and variants into the Software Development Specialist title series. The Data Processing Programmer and Data Processing Analyst title series and variants formerly classified different functions, but these functions have evolved over time to the point that there are now minimal distinctions between the two title series and variants. The consolidation will provide state agencies with the flexibility needed to more effectively meet their responsibilities, and create a clear career path for employees.

The Software Development Specialist title series was created for the Office of Information Technology (OIT) to consolidate the functions of the Data Processing Programmer and Data Processing Analyst titles series and OIT variants. Due to the success of that consolidation effort at the Office of Information Technology and recommendations made by the state Information Technology Title Consolidation Committee, we plan to extend the process to all state agencies.

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 will be inactivated. Any existing eligible lists for these titles shall be processed as follows:

- Promotional and open competitive lists issued from pending announcements for a 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 exception of such employees currently on active military duty) will be processed for one time use and will be declared expired upon 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.

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- 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 military service.
- Eligible lists for affected titles and unit scopes which have expired will be revived as necessary to address unanticipated situations which may arise.
- An employee's prior held title rights will not be impacted by this action.

We have notified State Appointing Authorities of our plans to consolidate these titles.

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

The changes shall become effective at the beginning of the first pay period following the Commission's approval of these actions.

GENERALIZATION OF TITLES

FROM:

Software Development Specialist 3
 R29-10235 Competitive 06 NL12

Software Development Specialist 2
 P26-10236 Competitive 06 NL12

Software Development Specialist 1
 P21-10237 Non-Competitive 08 3E12

TO:

Software Development Specialist 3
 R29-10235 Competitive * NL12

Software Development Specialist 2
 P26-10236 Competitive * NL12

Software Development Specialist 1
 P21-10237 Non-Competitive * 3E12

CREATION OF NEW WORKWEEK

These three new workweeks are required to accommodate existing staff that are located in agencies which utilize those workweeks.

Software Development Specialist 3
 R30-____ Competitive * 4E12

Software Development Specialist 2
 P27-____ Competitive * 4012

Software Development Specialist 2
 P25-____ Competitive * 3512

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CONSOLIDATION OF TITLE SERIES

FROM:

Data Processing Analyst 1
 R29-53245 Competitive * NL12

Data Processing Analyst 1, Higher Education
 R29-53245I Competitive Y NL12

Data Processing Programmer 1
 R29-53264 Competitive * NL12

Data Processing Programmer 1, Higher Education
 R29-53264I Competitive Y NL12

Data Processing Programmer 1
 R30-53265 Competitive * 4E12

Data Processing Analyst 2
 P26-53244 Competitive * NL12

Data Processing Programmer 2
 P27-53257 Competitive * 4012

Data Processing Programmer 2
 P25-53263 Competitive * 3512

Data Processing Programmer 2, Higher Education
 State College
 P25-53263I Competitive Y 3512

TO:

Software Development Specialist 3
 R29-10235 Competitive * NL12

Software Development Specialist 3
 R30-_____ Competitive * 4E12

Software Development Specialist 2
 P26-10236 Competitive * NL12

Software Development Specialist 2
 P27-_____ Competitive * 4012

Software Development Specialist 2
 P25-_____ Competitive * 3512

KC/JT/BP/DC

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

B-40 The Division of Classification and Personnel Management requests the inactivation of 20 Local titles.



MEMORANDUM

DATE: November 27, 2012

TO: Civil Service Commission

FROM: Kenneth Connolly, Director *mtzjelly*
Division of Classification & Personnel Management

SUBJECT: Change in the State Classification Plan

TITLE INACTIVATION

We request the inactivation of twenty (20) local titles, all of which are unencumbered.

The local appointing authorities have been advised of our plans to inactivate the titles identified below.

TITLE INACTIVATION:

Effective: Changes will be effective the first pay period following the Commission's approval.

Competitive Titles:

<u>Title Code</u>	<u>Title Name</u>
L-03471	Senior Medical Technologist
L-05608	Compost Project Worker
L-05027	Supervisor of Pumping and Generating Operations
L-03543	Senior Pumping Station Attendant
L-04618	Training Aide
L-05155	Director Alcoholism Rehabilitation
L-06427	Assistant Laundry Manager
L-02108	Institution Fire Captain
L-02110	Institution Firefighter
L-05988	Pharmacy Aide
L-05151	Assistant Director Alcoholism Rehabilitation
L-03240	Senior Chauffeur
L-07692	Mechanics Helper UFD
L-04235	Urban Renewal Technician
L-03868	Supervising Cost Estimator Property Improvement
L-01625	Director of Patient Services
L-07167	Director of Public Building Repair

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Title Inactivation Continued:

<u>Title Code</u>	<u>Title Name</u>
L-01408	County Detective
L-00966	Captain of County Detectives

Non-Competitive Titles:

L-02059	Hospital Service Worker
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KC/JT/BP/GB

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

B-41 PHILLIP BAUKNIGHT

Phillip Bauknight, an Assistant Deputy Public Defender 1 with the Office of the Public Defender, seeks enforcement of the Civil Service Commission decision rendered on August 17, 2011, granting him sick leave injury (SLI) benefits for any medically authorized absences through January 5, 2011 for injuries sustained on January 6, 2010.

ACTION: The Civil Service Commission directed that this request be granted and the petitioner receive SLI benefits from March 11, 2010 through April 14, 2010.

B-42 CARMEN TORRES

Carmen Torres, a former Practical Nurse with the Department of Military and Veterans Affairs, requests that the provisions of *N.J.A.C. 4A:6-3.4(a)*, which govern the time period in which employees must file an application for Supplemental Compensation on Retirement (SCOR), be relaxed to permit her to submit a later application for SCOR benefits.

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

B-43 MICHELE MILLER

The Division of Classification and Personnel Management, on behalf of Union County, requests that Michele Miller's out-of-title work experience be accepted to qualify her for the promotional examination for Assistant Personnel Officer (PC0953P), Union County.

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

B-44 GREG PULITI, ET AL.

The Department of Banking and Insurance requests that the Civil Service Commission authorize the promotions of Greg Puliti, Michael Becht, Francis Biskup, Jan Allen, and William Hults, Jr. from their non-competitive titles to competitive titles pursuant to *N.J.A.C. 4A:4-1.1(c)2*. It also requests that the Commission accept Allen's and Hults' out-of-title work experience for prospective promotional examinations for the appellants' respective competitive titles.

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

There being no further business before the Civil Service Commission, the meeting was adjourned to convene on Wednesday, December 19, 2012, at 10:00 a.m., at 3 Station Plaza, Trenton, New Jersey.

Robert M. Czech
Chairperson
Civil Service Commission