



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 21, 2011**

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

**December 21, 2011**

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**A regular meeting of the Civil Service Commission was held on Wednesday, December 21, 2011, in Trenton, New Jersey.**

**PRESENT: Robert M. Czech, Chairperson, Members 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, 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 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 SETTLEMENTS**

In the Matter of Thomas Cervini  
City of Vineland  
Department of Public Safety  
Removal

In the Matter of Shakiea Edwards  
Passaic County Preakness Hospital  
Suspension

In the Matter of Annette Heim  
City of Perth Amboy  
Finance Department  
Removal

In the Matter of Halina Mroz  
Hudson County  
Sheriff's Department  
Suspension

In the Matter of Jennifer L. Pohl  
Monmouth County  
Department of Human Services  
Removal

<b>VOTE:</b>	<b>Robert M. Czech</b>	<b>(Abstained)</b>
	<b>Thomas J. Perna</b>	<b>(Yes)</b>
	<b>Richard E. Williams</b>	<b>(Yes)</b>

In the Matter of Matthew Ruane  
City of Newark  
Police Department  
Suspension

In the Matter of Shirley Savage  
Ancora Psychiatric Hospital  
Department of Human Services  
Resignation not in good standing

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

**ACTION:** The Civil Service Commission acknowledged the settlements with the exception of Annette Heim which was held over for clarification.

**A-2 CLIFFORD LEWIS**

Clifford Lewis, Institutional Trade Instructor 1 (Warehousing), South Woods State Prison, Department of Corrections, 10 working day suspension on charges of insubordination and other sufficient cause.

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-3 JOSE TORRES**

Jose Torres, Senior Correction Officer, Northern State Prison, Department of Corrections, 60 working day suspension on charges of conduct unbecoming a public employee, other sufficient cause, falsification and violation of a rule, regulation, policy, procedure, order or administrative decision.

Recommendation of the Administrative Law Judge – Modify the 60 working day suspension to a 50 working day suspension.

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

**A-4 FREDDIE FRAZIER**

Freddie Frazier, Senior Correction Officer, Northern State Prison, Department of Corrections, removal on charges of inability to perform duties, conduct unbecoming a public employee, other sufficient cause and prohibition by law from possessing or using a firearm.

Recommendation of the Administrative Law Judge – Grant the appointing authority's motion for summary decision and uphold the removal.

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

**A-5 ROBERT JORDAN**

Robert Jordan, Correction Sergeant, East Jersey State Prison, Department of Corrections, removal effective May 7, 2011, on charges of conduct unbecoming a public employee, and use, possession or sale of any controlled dangerous substance.

Recommendation of the Administrative Law Judge – Dismiss the appeal as moot.

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

**A-6 CAROLINE MONTEITH**

Caroline Monteith, Human Services Assistant, Woodbridge Developmental Center, Department of Human Services, removal effective September 25, 2009, on charges of neglect of duty and violation of a policy and/or procedure.

Recommendation of the Administrative Law Judge – Uphold the removal.

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

**A-7 MARK SALAMANDRA**

Mark Salamandra, Assistant District Parole Supervisor, State Parole Board, Department of Corrections, removal effective October 5, 2010, on charges of conduct unbecoming a public employee and other sufficient cause.

Recommendation of the Administrative Law Judge – Uphold the removal.

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

**A-8 JOSE VALENTIN**

Jose Valentin, Senior Correction Officer, Adult Diagnostic and Treatment Center, Department of Corrections, removal effective March 9, 2011, on charges of other sufficient cause, conduct unbecoming a public employee, and violation of a rule, regulation, policy, order or administrative decision.

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

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

**A-9 RAHAMAN IDLETT SETTLEMENT (CONSOLIDATION)**

Rahman Idlett, Communications Operator Secured Facilities, East Jersey State Prison, Department of Corrections, three 15 working day suspensions, three removals effective October 20, 2010, October 29, 2010, and October 29, 2010, on charges of chronic or excessive absenteeism or lateness, unexcused lateness of 15 minutes or more, unsatisfactory attendance, and failure to follow call-off or call-on procedure and 30 working day suspension on charges of neglect of duty and sleeping on duty.

Recommendation of the Administrative Law Judge – Acknowledge the settlement.

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

**A-10 DANIEL ROLDAN**

Daniel Roldan, Human Services Specialist 1, Mercer County Board of Social Services, release at the end of the working test period effective June 12, 2007.

Recommendation of the Administrative Law Judge – Grant a new working test period.

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

**SECTION B – MISCELLANEOUS MATTERS**

**B-1 ALFRED BODDEN**

Alfred Bodden, a Cottage Training Technician with the Division of Developmental Disabilities, Department of Human Services, represented by Walter F. Gavigan, Esq., appeals the denial of sick leave injury (SLI) benefits.

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

**B-2 KATHERINE CASH**

Katherine Cash, a Teacher 3 (12 Months) with the Department of Children and Families, appeals the denial of sick leave injury (SLI) benefits.

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

**B-3 ANTONIO COTTO**

Antonio Cotto, a Senior Correction Officer with Northern 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 referred to the Medical Examiners Panel.

**B-4 RONALD COLEMAN, ET AL.**

Ronald Coleman, Police Officer, William Frett, Police Sergeant, and David Weitzel, Jr., Police Sergeant, with the City of Camden's Police Department, represented by Cheryl L. Cooper, Esq., appeal the determinations of their layoff rights by the Division of State and Local Operations.

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

**B-5 SUSO DAVILA, ET AL.**

Suso Davila, Police Sergeant, Javon Kyzer, Police Sergeant, Joseph D. Rivera, Police Officer, and Kevin Smith, Police Sergeant, represented by Cheryl L. Cooper, Esq., with the City of Camden's Police Department, appeal the determinations of their layoff rights by the Division of State and Local Operations.

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

**B-6 WILLIAM E. LUTZ**

William E. Lutz, a Senior Administrative Analyst with the Clerk's Office, City of Camden, 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-7 CHARLES E. LYONS, JR.**

Charles E. Lyons, Jr., a Chief, Planning and Project Execution, with the Department of Development and Planning, City of Camden, represented by Jacqueline M. Vigilante, Esq., 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 denied.

**B-8 DAVID W. COLEMAN**

David W. Coleman, a veteran, appeals the removal of his name from the Police Officer (S9999K), City of Hackensack, eligible list due to his failure to respond to the Notice of Certification.

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



**B-9 JAMES KEEFE**

James Keefe appeals the determination of the Division of Selection Services which denied his admittance to the promotional examination for Fire Lieutenant (PM5189N), New Brunswick.

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

**B-10 GREGORY WACHTEL**

Gregory Wachtel appeals the decision of the Division of State and Local Operations which upheld the removal of his name from the County Correction Officer (\$9999K), Morris County, eligible list due to his unsatisfactory criminal record.

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

**B-11 JOHN FRANSCKIEWICH**

John Fransckiewich, a Senior Correction Officer at the Garden State Youth Correctional Facility, Department of Corrections, represented by Daniel Geddes, Esq., 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 appeal be denied.

**B-12 JANINE JAKUBAS AND TIMOTHY FOX**

Janine Jakubas and Timothy Fox, both Sergeants, Campus Police with Montclair State University, request 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 these requests be denied.

**B-13 ASSISTANT PAYROLL SUPERVISOR (M1299L), HOBOKEN**

Hoboken requests permission not to make an appointment from the March 7, 2011 certification for Assistant Payroll Supervisor (M1299L).

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

**B-14 DIRECTOR OF FINANCE (M0607L), HOBOKEN**

Hoboken requests permission not to make an appointment from the November 4, 2009 certification for Director of Finance (M0607L).

**ACTION:** The Civil Service Commission granted the appointment waiver and assessed selection costs in the amount of \$2,048 and directed that the matter of the classification of Nicola Trasente's position be referred to the Division of State and Local Operations for review.

**B-15 EXECUTIVE ASSISTANT (M0234M), NEWARK**

Newark requests permission not to make an appointment from the April 4, 2011 certification for Executive Assistant (M0234M), Newark.

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

**B-16 HEAVY EQUIPMENT OPERATOR (PC0940M), CUMBERLAND COUNTY**

Cumberland County requests permission not to make an appointment from the April 26, 2011 certification for Heavy Equipment Operator (PC0940M).

**ACTION:** The Civil Service Commission granted the appointment waiver and assessed selection costs in the amount of \$1,114.

**B-17 INVESTIGATOR 1, NEW JERSEY MOTOR VEHICLE COMMISSION**

The New Jersey Motor Vehicle Commission requests the reallocation of the Investigator 1, New Jersey Motor Vehicle Commission title to the noncompetitive division of the career service on an interim basis.

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

**B-18 LIBRARIAN (M0462K), MILLBURN PUBLIC LIBRARY**

The matter of whether Millburn Public Library should be granted permission not to make an appointment from the August 17, 2009 certification for Librarian (M0462K) has been referred to the Civil Service Commission for review.

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

**B-19 LOAN ADVISOR (C0378M), ESSEX COUNTY**

The matter of whether Essex County should be granted permission not to make an appointment from the December 6, 2010 certification for Loan Advisor (C0378M) has been referred to the Civil Service Commission for review.

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

**B-20 ANDURAY HIGGINS**

The Ocean County Board of Social Services appeals the decision of the Division of State and Local Operations which found that Anduray Higgins's position is properly classified as a Clerk 2.

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

**B-21 BETH LARKIN**

Beth Larkin, a Supervisor, Records Management, with the Division of State Police, petitions for reconsideration of the final decision rendered on June 1, 2011, which granted, in part, a request for a waiver of repayment of a salary overpayment.

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

**B-22 WILLIE JETTI**

Willie Jetti, a former County Correction Officer with Essex County, represented by Darryl M. Saunders, Esq., requests reconsideration of that portion of the Civil Service Commission decision, rendered on June 1, 2011, acknowledging the settlement agreement between the appellant and Essex County.

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

**B-23 MOTOR VEHICLE OPERATOR, ELDERLY & HANDICAPPED PERSONS (C6990H) AND (C0786K), CAPE MAY COUNTY**

Cape May County, represented by Barbara Bakley-Marino, County Counsel, requests reconsideration of the decision rendered on May 18, 2011 by the Civil Service Commission in *In the Matter of Motor Vehicle Operator, Elderly & Handicapped Persons (C6990H) and (C0786K), Cape May County*, which ordered it to properly dispose of the January 30, 2009 certification within 20 days and remit \$500 in compliance costs.

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

**B-24 JOSEPH NELSON**

Joseph Nelson petitions the Civil Service Commission for reconsideration of its final decision, rendered on May 18, 2011, which upheld the removal of his name from the Conservation Officer 3 (S2050K), Department of Environmental Protection, eligible list.

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

**B-25 JERMANE CARTER**

The appeal of Jermane Carter, a County Correction Officer with Burlington County, of his 120 working day suspension, on charges, was heard by Administrative Law Judge Ronald W. Reba (ALJ), who rendered his initial decision on October 28, 2011. At its meeting on December 7, 2011, the Civil Service Commission did not adopt the ALJ's recommendation to reverse the 120 working day suspension. Rather, the Commission upheld the 120 working day suspension. The proposed final decision is now submitted for the Commission's review.

**ACTION:** The Civil Service Commission adopted the final decision.

**B-26 DEBRA ARMITAGE**

Debra Armitage appeals the decision of the Division of State and Local Operations which found that her position with the Department of Environmental Protection is properly classified as Executive Assistant 4. The appellant seeks a Management and Operations Analyst 1 classification.

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

**B-27 NATALIE ASHWOOD**

Natalie Ashwood appeals the decision of the Division of State and Local Operations which found that her position with the Department of Environmental Protection is properly classified as Secretarial Assistant 2, Non-Stenographic. The appellant seeks a Secretarial Assistant 1, Non-Stenographic classification.

**ACTION:** The Civil Service Commission directed that this appeal be denied and the Division of State and Local Operations perform a classification review of the position encumbered by the appellant's supervisor.

**B-28 DAMIAM FANTINI**

Damiam Fantini appeals the decision of the Division of State and Local Operations which found that his position with the Department of the Treasury is properly classified as Procurement Specialist 1. The appellant seeks an Administrative Analyst 1, Procurement classification.

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

**B-29 SHARON HACKWORTH**

Sharon Hackworth, represented by Robert O. Yaeger, Principal Staff Representative, CWA Local 1040, appeals the determination of the Division of State and Local Operations that her position with the Department of Human Services is properly classified as an Audit Account Clerk (Typing). The appellant seeks a Principal Audit Account Clerk or Head Audit Account Clerk classification.

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

**B-30 SHARON HACKWORTH**

Sharon Hackworth, an Audit Account Clerk (Typing) at Hagedorn Psychiatric Hospital, Department of Human Services, represented by Robert O. Yaeger, Principal Staff Representative, CWA Local 1040, appeals the determination of the Assistant Commissioner of the DHS, stating that the appellant had failed to present sufficient evidence to support a finding that she had been subjected to a violation of the New Jersey State Policy Prohibiting Discrimination in the Workplace.

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

**B-31 SANDRA POWELL**

Sandra Powell, a Senior Medical Security Officer with the Ann Klein Forensic Center, Department of Human Services, represented by Richard S. Swartz, Esq., appeals the decision of the Assistant Commissioner, which found that the appellant failed to establish that she had been subjected to a violation of the New Jersey State Policy Prohibiting Discrimination in the Workplace.

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

**B-32 BARBARA J. BELLOFF AND LOUIS A. DIGRIGORIO**

Barbara J. Belloff and Louis A. DiGrigorio appeal the determinations of the Division of Selection Services which found that they did not meet the requirements for the promotional examination for Child Support and Paternity Specialist 1 (PS9541K), Department of Human Services.

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

**B-33 NATHAN COLANERI**

Nathan Colaneri 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 Crew Supervisor Building Maintenance Programs (PS3482J), The Richard Stockton College of New Jersey.

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

**B-34 AMY CONRY**

Amy Conry 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 Administrative Assistant 3 (PC0395N), Sussex County.

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

**B-35 SHARON FELTON**

Sharon Felton appeals the determination of the Division of Selection Services which found that she was below the minimum requirements in experience for the promotional examination for Investigator 2 (PS2587I), Department of Corrections.

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

**B-36 MORRIS E. GOULD**

Morris E. Gould appeals the determination of the Division of Selection Services which found that he did not meet the requirements for the promotional examination for Landscape Technician (PS0865T), Department of Transportation.

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

**B-37 NEREIDA GUZMAN**

Nereida Guzman appeals the determination of the Division of Selection Services that she did not meet the experience requirements for the promotional examination for Claims Examiner, Workers' Compensation, Typing (PM0324N), City of Camden.

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

**B-38 MICHELLE HANEY**

Michelle Haney appeals the determination of the Division of Selection Services which found that she was below the minimum requirements for the open competitive examination for Site Manager Nutrition Program (C2047N), Burlington County.

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



**B-39 SUSAN MALVONE**

Susan Malvone appeals the determination of the Division of Selection Services which found that she was below the minimum requirements in education for the open competitive examination for Teacher Juvenile Facilities (C0167N), Middlesex County.

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

**B-40 SCOTT NIELSEN**

Scott Nielsen appeals the determination of the Division of Selection Services which found that, per the substitution clause for education, he was below the minimum requirements in experience for the promotional examination for Training Coordinator (PC0298N), Monmouth County.

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

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

**B-41 KENIA NUNEZ**

Kenia Nunez appeals the determination of the Division of Selection Services which found that she did not meet the requirements for the open-competitive examination for Assistant Municipal Treasurer (M2177N), Pleasantville.

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

**B-42 FRANK J. PILITOWSKI, JR.**

Frank J. Pilitowski, Jr., appeals the determination of the Division of Selection Services which found that he did not meet the requirements for the promotional examination for Landscape Technician (PS2438J), Rowan University.

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

**B-43 CHRISTOPHER BOTTA**

Christopher Botta appeals his score for the oral portion of the examination for the second level Fire Captain (PM5076M), Clifton.

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

**B-44 JOHN BREYTA**

John Breyta appeals his score for the oral portion of the examination for the second level Fire Captain (PM5068M), Perth Amboy.

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

**B-45 CHRIS HORNIG**

Chris Hornig, represented by Michael Prigoff, Esq., appeals his score for the oral portion of the examination for the second level Fire Captain (PM5064M), Margate.

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

**B-46 ELIZABETH J. LIPARI-WALSH**

Elizabeth J. Lipari-Walsh appeals the administration and scoring of the promotional examination for Tax Services Specialist 1 (PS3102U), Department of the Treasury.

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

**B-47 JOSEPH MASCHKE**

Joseph Maschke appeals his score for the oral portion of the examination for the second level Fire Captain (PM5077M), Mount Laurel.

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

**B-48 RAMZE RAMADAN**

Ramze Ramadan appeals his score for the oral portion of the examination for the second level Fire Captain (PM5067M), Passaic.

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

**B-49 FRANCISCO SALTAR**

Francisco Saltar appeals his score for the oral portion of the examination for the second level Fire Captain (PM5072M), Vineland.

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

**B-50** The Division of State and Local Operations requests the inactivation of four unclassified titles assigned for use to the former New Jersey Public Broadcasting Authority.



**MEMORANDUM**

DATE: 11/25/2011  
TO: Civil Service Commission  
FROM: Kenneth Connolly, Director  
State and Local Operations  
SUBJECT: Change in State Classification Plan

Title Inactivation

We request the inactivation of four (4) State unclassified titles assigned for use to the former NJ Public Broadcasting Authority (NJPBA). The titles are unencumbered and there are no future plans for use. The negotiations representative has been advised of this request.

Title Inactivation

Effective: Changes will be effective 12/3/2011

TECHNICAL ASSISTANT 2 P B A  
A14-93102 Unclassified U 40/12

TELEVISION BROADCAST MAINTENANCE SUPERVISOR  
R26-93158 Unclassified U 40/12

ENGINEERING TECHNICIAN PBA  
C20-93205 Unclassified U 40/12

SENIOR ENGINEERING TECHNICIAN PBA  
C21-93206 Unclassified U 40/12

KC/JMM/TL

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

**B-51** The Department of Labor and Workforce Development requests the allocation of position 010341 (Assistant Director of Workplace Standards) to the Senior Executive Service.



## MEMORANDUM

TO: Civil Service Commission

FROM: Kenneth Connolly, Director  
Division of State and Local Operations *Kenneth Connolly*

SUBJECT: Allocation to Senior Executive Service

DATE: November 23, 2011

### LABOR AND WORKFORCE DEVELOPMENT

The Department of Labor and Workforce Development has requested that the following vacant position be allocated to the Senior Executive Service. This position serves as the Assistant Director for the Division of Wage and Hour Compliance and reports to the Director, Wage and Hour Compliance. The position manages the programs of Wage Collection, Prevailing Wage, Contractor Registration and Private Construction Worker Misclassification within the Division of Wage and Hour Compliance, and assists in directing approximately 60 professional, paraprofessional, and clerical positions and oversees an operating budget of \$10.2 million.

In addition, the position delegates appropriate assignments, provides instruction to staff members, reviews all personnel actions, recommends actions to improve operations, and implements disciplinary actions. The position assists and directs the preparation of the budgets as well as assists in the analysis and formulation of Division policies for all aspects of the operation including legislation, personnel, procedures, and workflow. The position also acts as liaison to the US Department of Labor and represents the Division for the Director and Assistant Commissioner.

In accordance with N.J.A.C. 4A:3-2.2 in order for a position "to be allocated to the SES, a position must have substantial managerial, policy influencing or policy executing responsibilities". The position meets the criteria for the Senior Executive Service in that it exercises substantial managerial responsibility. The position is accountable for two or more programs for which the position has the degree of freedom to exert influence over policy making within and outside the Department as well as allocating resources such as personnel and the budget.

I recommend approval of this request.

Allocation of Position 010341 to the Senior Executive Service  
Effective Date: concurrent with the hiring on an incumbent

<b>From:</b> Assistant Director Workplace Standards (M35-55939)	<b>To:</b> Senior Executive Service (M98-90752)
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KC/NK/mtb

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

**B-52** The Division of State and Local Operations requests the reactivation of the Supervisor of Licensing and Consumer Credit title for use in the Department of Banking and Insurance and renaming the title to Supervisor of Licensing, Banking and Insurance.



## MEMORANDUM

DATE: November 25, 2011  
TO: The Civil Service Commission (CSC)  
FROM: Kenneth Connolly, Director  
State and Local Operations  
SUBJECT: Reactivation and Renaming of Title

The Division of State and Local Operations requests the reactivation of the title Supervisor of Licensing, Consumer Credit (54916) for use in the Department of Banking and Insurance, and renaming the title to Supervisor of Licensing, Banking and Insurance.

The title is being reactivated to properly classify positions responsible for supervision of licensing staff. We have notified local union representatives of our plans to reactivate.

The action is requested by the Department of Banking and Insurance.

The effective date of this title reactivation and renaming will be retroactive to pay period 4 of 2011, January 29, 2011, provided the Commission approves of the action.

### Title Reactivation and Verbiage Change

FROM:  
Supervisor of Licensing, Consumer Credit (54916)  
S27 Competitive X NL/12

TO:  
Supervisor of Licensing, Banking and Insurance (54916)  
S27 Competitive X NL/12

KC/JM/LR

[www.state.nj.us/csc](http://www.state.nj.us/csc)

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

**B-53** The Division of State and Local Operations requests the consolidation of 28 local government titles within Occupational Group 40 (Occupations in Planting and Gardening).



## MEMORANDUM

DATE: 11/22/2011  
TO: Civil Service Commission  
FROM: Kenneth Connolly, Director  
State and Local Operations *Kenneth Connolly*  
SUBJECT: Change in Classification Plan

### LOCAL GOVERNMENT TITLES

The Division of State and Local Operations requests the consolidation of various local government titles within Occupational Group 40 (Occupations in Planting and Gardening). This consolidation will provide local jurisdictions with the flexibility needed to more efficiently meet their needs, 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 definitions, requirements, and knowledge 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 "3" representing the assistant supervisor level. The highest level (supervisor) has been consolidated as well, however, at the request of the Appointing Authorities, this level will retain the Supervisor verbiage.

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.
- 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.

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- 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 certification.
- An incomplete list containing no employee 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.

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

The effective date of inactivation for these titles will be the first pay period that follows the Commission's approval of the action.

**Verbiage Change**

**FROM:**

Tree Trimmer  
04220 Career (C) Local

**TO:**

Tree Maintenance Worker 1  
04220 Career (C) Local

**Title Consolidation**

**FROM:**

Senior Tree Trimmer  
03631 Career (C) Local

**TO:**

Tree Maintenance Worker 2  
03631 Career (C) Local

Tree Climber  
04215 Career (C) Local



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Assistant Supervisor Trees  
06483 Career (C) Local

Tree Maintenance Worker 3  
06483 Career (C) Local

Senior Tree Climber  
03630 Career (C) Local

Tree Surgeon  
04219 Career (C) Local

Supervisor Trees  
06482 Career (C) Local

Tree Maintenance Supervisor  
06482 Career (C) Local

Work Leader, Tree Electric Utility  
04322 Career (C) Local

Groundskeeper  
01940@ Career (NC) Local

Maintenance Worker 1, Grounds  
01940@ Career (NC) Local

Groundskeeper Driver  
01941@ Career (C) Local

Recreation Maintenance Worker  
03015@ Career (C) Local

Park Maintenance Worker  
02604 Career (C) Local

Park Caretaker  
02600 Career (NC) Local

Groundhand  
01939 Career (NC) Local

Park Maintenance Worker/  
Recreation Maintenance Worker  
06770 Career (C) Local



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Senior Groundskeeper  
03349 Career (C) Local

Maintenance Worker 2, Grounds  
03349 Career (C) Local

Senior Park Caretaker  
03489 Career (C) Local

Senior Recreation Maintenance Worker  
03558 Career (C) Local

Senior Park Maintenance Worker  
03490 Career (C) Local

Sr. Park Maintenance Worker/  
Sr. Recreation Maintenance Worker  
06769 Career (C) Local

Assistant Supervising Groundskeeper  
06732 Career (C) Local

Maintenance Worker 3, Grounds  
06732 Career (C) Local

Assistant Supervisor, Recreation Maintenance  
06763 Career (C) Local

Assistant Supervisor, Parks  
06697 Career (C) Local

Supervising Groundskeeper  
06731 Career (C) Local

Maintenance Supervisor, Grounds  
06731 Career (C) Local

Supervisor, Recreation Maintenance  
06764 Career (C) Local

General Supervisor, Recreation Maintenance  
06765 Career (C) Local

Supervisor, Parks  
06698 Career (C) Local

Supervisor Parks/Supervisor Recreation Maintenance  
06766 Career (C) Local

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Tree Climber/Welder  
06079 Career (C) Local

Supervisor Recreation Maintenance/ Supervisor Trees  
06714 Career (C) Local

KC/JMM/TL

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

**B-54** The Division of State and Local Operations requests the consolidation of 6 titles used by various local government jurisdictions.



# MEMORANDUM

DATE: December 8, 2011

TO: Civil Service Commission

FROM: Kenneth Connolly, Director  
Division of State and Local Operations

SUBJECT: Change in the Classification Plan

### LOCAL GOVERNMENT TITLES

The Division of State and Local Operations requests the consolidation of the several series titles, because there is no longer a need for these titles to exist in multiple levels. A review of usage data indicates that no appointing authority employs staff at both the "entry" and "senior" level of either of the series below. Thus titles may appropriately be consolidated into one level.

We also request the consolidation of several additional titles possessing similar duties, responsibilities and experience requirements.

The titles to be consolidated are unencumbered. We have notified local Appointing Authorities of our plans to consolidate, and have provided them with the opportunity to review and comment.

Upon successful completion of the consolidation process, the consolidated titles involved will be inactivated.

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

### CONSOLIDATION OF SERIES TITLES

The effective date of consolidation for these titles will be the first pay period that follows the Commission's approval of the action.

<b>FROM:</b>	<b>TO:</b>
Assistant Real Estate Officer	Real Estate Officer
07673            Career            Local	02974            Career            Local
Assistant Urban Renewal Supervisor	Urban Renewal Supervisor
00804            Career            Local	04234            Career            Local
Senior Biologist Mosquito Extermination	Biologist Mosquito Extermination
05208            Career            Local	00869            Career            Local

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**TITLE VERBIAGE CHANGE**

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

**FROM:**  
Recreation Center Director  
02990 Career Local

**TO:**  
Director Recreation /Community Center  
02990 Career Local

**CONSOLIDATION OF TITLES**

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

**FROM:**  
Director Community Center  
01538 Career Local

**TO:**  
Director Recreation / Community Center  
02990 Career Local

Director of Design and Construction  
04398 Career Local

Chief Architect  
04389 Career Local

KC/JMM/BP/TL

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

**B-55** The Division of State and Local Operations requests the inactivation of 31 titles used by various local government jurisdictions.



# MEMORANDUM

DATE: December 8, 2011

TO: Civil Service Commission

FROM: Kenneth Connolly, Director  
State and Local Operations *Kenneth Connolly*

SUBJECT: Change in the Classification Plan

### LOCAL GOVERNMENT TITLES

The Division of State and Local Operations requests the inactivation of thirty-one (31) titles used by various county and municipal jurisdictions.

The titles are unencumbered and there are no plans for their future use. We have notified the Appointing Authorities of our plans to inactivate, and have provided them with the opportunity to review and comment.

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

The effective date of inactivation for these titles will be the first pay period that follows the Commission's approval of the action.

### TITLE INACTIVATIONS

Assistant County Administrator 00441 Career Local	Chief Public Health Nutritionist 07479 Career Local
Assistant Municipal Director of Welfare 07575 Career Local	Coordinator Congregate Housing Services Program 06203 Career Local
Assistant Recreation Center Director 00677 Career Local	Coordinator of Engineering Research and Development 01360 Career Local
Chief Investigator County Adjusters 01144 Career Local	Culture Collector 01451 Career Local
Chief of Planning and Project Execution 01175 Career Local	

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Cytology Technician  
 01462 Career Local

Senior Bridge Construction Inspector  
 05596 Career Local

Director of Consumer Protection  
 01590@ Career Local

Senior Planner Solid Waste Management  
 05398 Career Local

Field Representative Senior Citizens Day Care  
 Center  
 01825 Career Local

Supervisor Towing Operations  
 05638 Career Local

Golf Professional  
 01921@ Career Local

Supervising Parking Attendant  
 03915@ Career Local

Houseparent  
 04757 Career Local

Supervising Planner Community Development  
 Program  
 05338 Career Local

Investigator Penal Institution  
 04477 Career Local

Supervising Plumbing Inspector  
 05050 Career Local

Juvenile Processing Officer  
 04471 Career Local

Supervising Train Operator  
 07331 Career Local

Maintenance Repairer/ Radio Dispatcher  
 10054 Career Local

Supervising Transportation Inspector  
 05938 Career Local

Microbiology Technician  
 02503 Career Local

Supervisor of Property and Resources  
 04051 Career Local

Narcotics Coordinator  
 02550 Career Local

Supervisor of Tax Sales  
 04078 Career Local

Plan Examiner  
 02683 Career Local

Water Service Technician  
 05833 Career Local

Discussion  
 KC/JMM/TL

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

**B-56 JOHN FLOWERS**

Bergen County requests that John Flowers be provided with a retroactive date of permanent appointment as an Assistant Chief Stationary Engineer.

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

**B-57 MICHAEL ONOFRI**

The Department of Law and Public Safety, on behalf of Michael Onofri, requests the relaxation of the provisions of *N.J.A.C. 4A:6-1.22* so as to permit him to donate more than 30 sick days to Lorraine Thomas, who is participating in the donated leave program.

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

**B-58 CORRECTION MAJOR**

The New Jersey Law Enforcement Commanding Officers Association, represented by Mario A. Iavicoli, Esq., requests reconsideration of the decision rendered on October 5, 2011, which approved changes in the State Classification Plan that created the title of Correction Major to consolidate comparable functions performed by existing custody supervisory staff in the titles of Correction Captain, Director of Custody Operations 1 and Director of Custody Operations 2 with the Department of Corrections.

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

**B-59 KENNETH BALDOSARO**

The appeal of Kenneth Baldosaro, a Senior Correction Officer with South Woods State Prison, Department of Corrections, of his 30 working day suspension, on charges, was heard by Administrative Law Judge Bruce M. Gorman (ALJ), who rendered his initial decision on October 24, 2011. At its meeting on December 7, 2011, the Civil Service Commission (Commission) did not adopt the ALJ's recommendation to modify the 30 working day suspension to a five working day suspension. Rather, the Commission upheld the 30 working day suspension. The proposed final decision is now submitted for the Commission's review.

**ACTION:** The Civil Service Commission adopted the final decision.

**B-60 SHERYL MANEICE AND TERRENCE GILLIAM**

The appeals of Sheryl Maneice and Terrence Gilliam, former Social Workers with the Mercer County Board of Social Services, of their layoffs, effective July 1, 2010, were heard by Administrative Law Judge Lisa James-Beavers (ALJ), who rendered her initial decision on November 4, 2011. At its meeting on December 7, 2011, the Civil Service Commission (Commission) did not adopt the ALJ's recommendation to reverse the appellant's layoffs. Rather, the Commission upheld the layoffs. The proposed final decision is now submitted for the Commission's review.

**ACTION:** The Civil Service Commission adopted the final decision.

**B-61 CIVIL SERVICE COMMISSION MINUTES**

Submitted for adoption are the Civil Service Commission minutes of its meeting of December 7, 2011.

**ACTION:** The Civil Service Commission adopted the minutes of its meeting of December 7, 2011.

**There being no further business before the Civil Service Commission, the meeting was adjourned to convene on Wednesday, January 11, 2012, at 10:00 a.m., at 3 Station Plaza, Trenton, New Jersey.**

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**Robert M. Czech**  
**Chairperson**  
**Civil Service Commission**