



STATE OF NEW JERSEY
CIVIL SERVICE COMMISSION

Chris Christie
Governor
Kim Guadagno
Lt. Governor

Robert M. Czech
Chair/Chief Executive Officer

**SUPPLEMENTAL AGENDA OF REGULAR MEETING OF
THE CIVIL SERVICE COMMISSION
MAY 15, 2013**

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

SECTION B – MISCELLANEOUS MATTERS

B-52 CHANGE IN CLASSIFICATION PLAN – TITLE CONSOLIDATION

The Division of Classification and Personnel Management requests that the State government Housekeeper title series be consolidated and made common.



MEMORANDUM

DATE: May 8, 2013
TO: The Civil Service Commission
FROM: Kenneth Connolly, Director *Kenneth Connolly*
Division of Classification & Personnel Management
SUBJECT: Change in the State Classification Plan

HOUSEKEEPER TITLES

The Division of Classification and Personnel Management requests structural revisions to the Housekeeper title series. This restructuring includes title consolidation, titles to be made common, and title verbiage changes.

Titles possessing similar duties, responsibilities and experience requirements were identified to determine the practicality and appropriateness of title consolidation.

We are requesting to consolidate the state and local titles of Housekeeper into one common title of Housekeeper 1. Similarly, we request to combine and consolidate the titles of Senior Housekeeper and Head Housekeeper into Housekeeper 2.

The unions were notified of these changes on April 25, 2013, in accordance with N.J.A.C 4A:3-3.3(f) and have voiced no objections. The impacted state and local Appointing Authorities were given the opportunity to review this proposal and all articulated issues have been reviewed and addressed.

For those titles being consolidated, upon the successful completion of the consolidation process, the identified titles will be inactivated. Any existing eligibility lists for these titles shall be processed as follows;

- An incomplete list containing no employees with current provisional appointments for the title and unit scope specified shall be declared expired.
- Any employee currently on active military duty will be afforded all applicable rights under Federal and State law upon their release from active duty and given the opportunity to apply and compete for any announcements for which they would otherwise have been eligible but for their military service.
- Eligibility lists for affected titles and unit scopes which have expired will be revived as necessary to address unanticipated situations which may arise.
- Local employees on regular or special reemployment lists for the title to be consolidated will have their names retained on such lists for the replacement title.

TITLE CONSOLIDATION & MOVEMENT OF INCUMBENTS:

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

FROM:

Housekeeper
O-06-44102 (S) N 40/12

Housekeeper
02062 (L) N

Senior Housekeeper
03366 (L) C

Head Housekeeper
R-10-44104 (S) C 40/12

TO:

Housekeeper 1
O-06-44102 COMMON NC 40/12

Housekeeper 2
R-10-4404 COMMON C 40/12

ACTION:

B-53 DATA ENTRY MACHINE OPERATOR TITLE SERIES

The Division of Classification and Personnel Management (CPM) recommends reallocation of the Data Entry Machine Operator title to the non-competitive division of the career service in accordance with N.J.A.C. 4A:3-1.2. CPM also requests consolidation, that the title series be made common for use in State and local governments, and verbiage changes to the various titles in the Data Entry Machine Operator title series to the Data Entry Operator title series.

ACTION:

B-54 JOHN BUSHMAN

John Bushman appeals the decision of the former Division of State and Local Operations (SLO), which upheld the removal of his name from the eligible list for Head Cook 2 (S0760M), Department of Military and Veterans Affairs, on the basis that he falsified his employment application. Additionally, the appellant appeals the decision of SLO, which upheld his removal from the Head Cook 2 (S0760M), Department of Human Services, eligible list.

ACTION:

B-55 JAIME LENNON AND JENNIFER MISCHIN

The Department of Children and Families request that Jaime Lennon and Jennifer Mischin be added to the promotional list for Family Service Specialist 1 (PS3417K), Department of Children and Families, Central Operations unit scope, due to their reassignment to that unit scope subsequent to the closing date of the promotional examination.

ACTION:

B-56 WENDY EUFEMIA

Wendy Eufemia appeals the decision of the former Division of State and Local Operations that her position with the Department of Education is properly classified as Learning Disabilities Specialist. The appellant seeks an Education Program Development Specialist 1 job classification.

ACTION:

B-57 SOWMYLATHA ADISHESHA, ET AL

Sowmylatha Adishesha, Sangeeta Akolkar, Rajini Allareddy, Raju Amin, Ming Blumenfeld, Richard Blumenfeld, Georgianna Bonsanto, Guillermo Dacpano, Roman Francisco, Malgorzata Gryczon, George Hanna, Nevine Himaia, Uday Hiremath, Julia Kashirtseva, Jeffrey Mai, Prakaschandra Modi, Sidney Morginstin, Igor Ogiyendo, Milan Patel, Arthur Phillips, Christine Resnick, Edna Salas, Smithha Santosh and Thomas Scott appeal the administration and validity of the examinations for Software Development Specialist 2 (PS0214U), (PS5812U) (PS6056U), (PS6425U), and (PS8147U) and Software Development Specialist 3 (PS6426U).

ACTION:

B-58 JEFFREY A. KOOK AND ROBERT J. ZAK

Jeffrey A. Kook and Robert J. Zak appeal the determinations of the Division of Selection Services and Recruitment which found that, per the substitution clause for education, they did not meet the requirements for the promotional examination for Building Services Coordinator 1 (PS6110G), Department of Environmental Protection.

ACTION: