



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  
SEPTEMBER 19, 2012**

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

**SECTION B – MISCELLANEOUS MATTERS**

**B-59** The Division of Classification and Personnel Management requests the reactivation of the title of Administrative Instructor 10 months (73063) and Administrative Instructor, 12 months (73163).



**MEMORANDUM**

DATE: September 5, 2012  
TO: Civil Service Commission  
FROM: Kenneth Connolly, Director *Kenneth Connolly*  
Division of Classification and Personnel Management  
SUBJECT: Change in the Classification Plan

**STATE GOVERNMENT TITLES**

The Division of Classification and Personnel Management requests the reactivation of two (2) state titles.

As a result of out-of-title work appeals, an audit revealed that these titles best describe the positions' duties, however, a determination cannot be issued due to the titles' inactive status.

We have notified union representatives of our plans to reactivate, and provided them with the opportunity to review and comment.

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

**TITLE REACTIVATIONS**

Administrative Instructor, Education 10 months  
P21-73063 N Unclassified NL10

Administrative Instructor, Education 12 months  
P24-73163 N Unclassified NL12

KC/JT/BP/LR

**ACTION:**

**B-60** The Division of Classification and Personnel Management requests the consolidation of Tourism Representative, Cultural Arts title series to the Tourism Representative title series used by the Department of State.



## MEMORANDUM

DATE: September 4, 2012  
TO: The Civil Service Commission  
FROM: Kenneth Connolly, Director  
State and Local Operations *[Signature]*  
SUBJECT: Change in the State Classification Plan

### DEPARTMENT OF STATE

The Division of Classification and Personnel Management request the following variants be consolidated into their corresponding base titles. All variants are assigned exclusively to the Department of State.

- Tourism Representative 3, Cultural Arts (55592C)
- Tourism Representative 2, Cultural Arts (55593C)
- Tourism Representative 1, Cultural Arts (55594C)

The titles were created as a result of former Governor Corzine's Reorganization Plan No. 001-2007 which, in part, called for the transfer of the Division of Travel and Tourism in the NJ Commerce, Economic Growth and Tourism Commission, and the functions, powers and duties of the of the division to the Department of State. The titles were used to facilitate the transfer of staff to DOS.

Research indicates the variants function very similarly, if not identically, to their corresponding base titles. Thus, we plan to consolidate them into their corresponding base titles at each level.

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

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;

- 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 the certification.
- An incomplete list containing no employees with current provisional appointments for the title and unit scope specified shall be declared expired.
- Any employee currently on active military duty will be afforded all applicable rights under Federal and State law upon their release from active duty and given the opportunity to apply and compete for any announcements for which they would otherwise have been eligible but for their military service.
- Eligibility lists for affected titles and unit scopes which have expired will be revived as necessary to address unanticipated situations which may arise.
- Where it is found that an employee's movement from a NC title to a competitive title could have been effectuated via promotional examination procedures before any title consolidation impacting the employee's title, the Division of Selection Services will announce a promotional examination, regardless of whether or not the movement after the consolidation still constitutes a promotional movement. Similarly, where an employee was previously classified in a competitive title, but, as a result of a title consolidation, is cross-walked into a NC title, the Division of Selection Services will process any future promotional movements based on the employee's competitive title before the title consolidation without regard to whether or not the employee's present NC title is approved to promote to a competitive title.

Attached is documentation that the negotiation representative notice required by NJAC 4A:3-3.3(f) has been made.

**TITLE CONSOLIDATION & MOVEMENT OF INCUMBENTS:**

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

<b>FROM:</b>	<b>TO:</b>
Tourism Representative 3, Cultural Arts P19-55592C Career E NE/12	Tourism Representative 3 P19-55592 Career E NE/12
Tourism Representative 2, Cultural Arts P23-55593C Career E NL/12	Tourism Representative 2 P23-55593 Career E NL/12
Tourism Representative 1, Cultural Arts P26-55594C Career E NL/12	Tourism Representative 1 P26-55594 Career E NL/12

KC/JT/BP/GB

**ACTION:**

**B-61 JANINE BUCHALSKI**

The Division of Law and Public Safety, on behalf of Janine Buchalski, requests the relaxation of the provisions of *N.J.A.C.* 4A:6-1.22 so as to permit Ms. Buchalski to participate in the Donated Leave Program without having completed at least one year of continuous State service.

**ACTION:**

**B-62 JASON MANGANO**

The Township of Vernon requests relaxation of *N.J.A.C.* 4A:4-7.1A(c) so as to permit the intergovernmental transfer of Jason Mangano from the title of Sheriff's Officer, Morris County Sheriff's Office, to the title of Police Officer, Vernon.

**ACTION:**

**B-63 ALFRED N. AREZZO**

The appeal of Alfred N. Arezzo, a Construction Official with the City of Hoboken, of his 30 working day suspension and removal effective February 17, 2011, on charges, was heard by Administrative Law Judge Walter M. Braswell (ALJ), who rendered his initial decision on July 24, 2012. At its meeting on September 5, 2012, the Civil Service Commission adopted the ALJ's recommendation to modify the 30 working day suspension to a six-month suspension but did not adopt the ALJ's recommendation to modify the removal to a six-month suspension. Rather, the Commission upheld the appellant's removal. The proposed final decision is now submitted for the Commission's review.

**ACTION:**

**B-64 SETIAWAN WIDJAYA**

The appeal of Setiawan Widjaya, a Correction Sergeant at South Woods State Prison, Department of Corrections, of his removal, effective November 4, 2011, on charges, was heard by Administrative Law Judge Jeff S. Masin (ALJ), who rendered his initial decision on July 25, 2012. At its meeting on September 5, 2012, the Civil Service Commission adopted the ALJ's recommendation to uphold the removal. However, the Commission found it necessary to address the exceptions and cross-exceptions filed by the parties. The proposed final decision is now submitted for the Commission's review.

**ACTION:**