



STATE OF NEW JERSEY  
CIVIL SERVICE COMMISSION

Chris Christie  
*Governor*  
Kim Guadagno  
*Lt. Governor*

Robert M. Czech  
*Chair/Chief Executive Officer*

**AGENDA OF REGULAR MEETING OF  
THE CIVIL SERVICE COMMISSION  
DECEMBER 5, 2012**

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

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**The following appeals were withdrawn and removed from the hearing calendar:**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



# MEMORANDUM

DATE: November 24, 2012  
TO: Civil Service Commission  
FROM: Kenneth Connolly *Kenneth Connolly*  
Director, Division of Classification and Personnel Management  
SUBJECT: N.J.S.A 11A:3-4(h). Confidential Appointment

**Office of Homeland Security & Preparedness**

Mr. Steven A. Gutkin appointed as Confidential Assistant effective November 3, 2012, salary of \$106,273.00 per annum. The position is assigned to the Unclassified Service in accordance with N.J.S.A. 11A:3-4(h).

Verification has been made that the confidential position allocated is vacant and that Director, Edward Dickson is authorized to make the subject appointment.

Recommendation: Record appointment in the Unclassified Service in accordance with N.J.S.A. 11A:3-4(h).



# MEMORANDUM

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DATE: November 14, 2012  
TO: Civil Service Commission  
FROM: Kenneth Connolly *Kenneth Connolly*  
Director, Division of State and Local Human Resource Management  
SUBJECT: N.J.S.A 11A:3-4(h). Confidential Appointment

### **Department of the Treasury**

Ms. Jo-Ann Davala appointed as Confidential Secretary effective November 7, 2012, salary of \$40,000.00 per annum. The position is assigned to the Unclassified Service in accordance with N.J.S.A. 11A:3-4(h).

Verification has been made that the confidential position allocated is vacant and that State Treasurer, Andrew Sidamon-Eristoff is authorized to make the subject appointment.

**Recommendation:** Record appointment in the Unclassified Service in accordance with N.J.S.A. 11A:3-4(h).



# MEMORANDUM

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DATE: November 24, 2012  
TO: Civil Service Commission  
FROM: Kenneth Connolly *Kenneth Connolly*  
Director, Division of Classification and Personnel Management  
SUBJECT: N.J.S.A 11A:3-4(h). Confidential Appointment

### Juvenile Justice Commission

Mr. Kevin Brown appointed as Confidential Assistant effective September 22, 2012, salary of \$135,000.00 per annum. The position is assigned to the Unclassified Service in accordance with N.J.S.A. 11A:3-4(h).

Verification has been made that the confidential position allocated is vacant and that Attorney General, Jeffrey C. Chiesa is authorized to make the subject appointment.

Recommendation: Record appointment in the Unclassified Service in accordance with N.J.S.A. 11A:3-4(h).

**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:**

**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 appeal as moot.

**ACTION:**

**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:**

**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:**



**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 prosecute.

**ACTION:**

**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:**

**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:**

**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:**

**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:**

**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 *Kenneth Connolly*  
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:**

**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

Institutional Trade Instructor 1, Knitting  
H 19-40623S 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

**TO**

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

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

**METAL**

**FROM**

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

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

**TO**

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

Institutional Trade Instructor 2, Metal  
H 19 - \_\_\_\_\_ 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:**

**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:**

**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:**

**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:**

**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:**

**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:**



**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:**

**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:**

**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:**

**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:**

**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:**

**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:**

**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:**

**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:**

**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:**

**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:**

**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:**

**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:**

**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:**

**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:**

**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:**

**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:**

**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:**

**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:**

**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:**

**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:**

**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:**

**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:**

**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:**

**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:**

**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:**

**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:**

**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:**

**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:**

**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:**

**B-38 CIVIL SERVICE COMMISSION MINUTES**

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

**ACTION:**