



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  
DECEMBER 5, 2012**

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

**SECTION B – MISCELLANEOUS MATTERS**

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

**MEMORANDUM**

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

**CONSOLIDATION AND GENERALIZATION OF TITLE SERIES**

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

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

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

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

- Promotional and open competitive lists issued from pending announcements for a title in which employees with provisional appointments are serving will be certified for one time use only in order to effect permanent appointment(s) and will be declared expired upon disposition of the certification.
- A complete list that has never been used and contains no employees with current provisional appointments for the title and unit scope specified shall be declared expired.
- A complete list which contains employees with current provisional appointments for the title and unit scope specified (with exception of such employees currently on active military duty) will be processed for one time use and will be declared expired upon disposition of the certification.
- An incomplete list containing no employees with current provisional appointments for the title and unit scope specified shall be declared expired.

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- Any employee currently on active military duty will be afforded all applicable rights under Federal and State law upon their release from active duty and given the opportunity to apply and compete for any announcements for which they would otherwise have been eligible but for military service.
- Eligible lists for affected titles and unit scopes which have expired will be revived as necessary to address unanticipated situations which may arise.
- An employee's prior held title rights will not be impacted by this action.

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

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

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

**GENERALIZATION OF TITLES**

**FROM:**

Software Development Specialist 3  
 R29-10235 Competitive 06 NL12

Software Development Specialist 2  
 P26-10236 Competitive 06 NL12

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

**TO:**

Software Development Specialist 3  
 R29-10235 Competitive \* NL12

Software Development Specialist 2  
 P26-10236 Competitive \* NL12

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

**CREATION OF NEW WORKWEEK**

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

Software Development Specialist 3  
 R30-\_\_\_\_ Competitive \* 4E12

Software Development Specialist 2  
 P27-\_\_\_\_ Competitive \* 4012

Software Development Specialist 2  
 P25-\_\_\_\_ Competitive \* 3512

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**CONSOLIDATION OF TITLE SERIES**

**FROM:**

Data Processing Analyst 1  
R29-53245 Competitive \* NL12

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

Data Processing Programmer 1  
R29-53264 Competitive \* NL12

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

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Data Processing Programmer 1  
R30-53265 Competitive \* 4E12

**TO:**

Software Development Specialist 3  
R29-10235 Competitive \* NL12

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Software Development Specialist 3  
R30-\_\_\_\_\_ Competitive \* 4E12

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Data Processing Analyst 2  
P26-53244 Competitive \* NL12

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Software Development Specialist 2  
P26-10236 Competitive \* NL12

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Data Processing Programmer 2  
P27-53257 Competitive \* 4012

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Software Development Specialist 2  
P27-\_\_\_\_\_ Competitive \* 4012

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Data Processing Programmer 2  
P25-53263 Competitive \* 3512

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Software Development Specialist 2  
P25-\_\_\_\_\_ Competitive \* 3512

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

KC/JT/BP/DC

**ACTION:**

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



## MEMORANDUM

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

### TITLE INACTIVATION

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

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

#### TITLE INACTIVATION:

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

#### Competitive Titles:

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

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**Title Inactivation Continued:**

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

**Non-Competitive Titles:**

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

**ACTION:**

**B-41 PHILLIP BAUKNIGHT**

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

**ACTION:**

**B-42 CARMEN TORRES**

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

**ACTION:**

**B-43 MICHELE MILLER**

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

**ACTION:**

**B-44 GREG PULITI, ET AL.**

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

**ACTION:**