



STATE OF NEW JERSEY

In the Matter of Community
Relations Specialist (Special), City of
Newark

**FINAL ADMINISTRATIVE ACTION
OF THE
CIVIL SERVICE COMMISSION**

CSC Docket No. 2025-1981

Request for Enforcement

ISSUED: September 24, 2025 (HS)

The Division of Human Resource Information Services (HRIS) seeks enforcement of the Civil Service Commission (Commission) decision rendered on June 3, 2020, which ordered Newark to immediately dispose of the June 13, 2016 certification of the Community Relations Specialist (Title Code 01306) special reemployment list pursuant to *N.J.A.C. 4A:4-4.2(c)1*, immediately remove Patricia Clark, against whom a salary disapproval was issued, and remit \$1,000 in compliance costs,¹ within 30 days from the issuance of the decision.

In its decision, the Commission also ordered that if Newark did not adhere to the timeframes for the proper certification disposition, it would be assessed fines of \$100 per day for each day of continued violation up to a maximum of \$10,000. However, Newark failed to properly dispose of the certification by July 5, 2020, 30 days from the issuance of the decision and did not request an extension. Consequently, HRIS requested enforcement of the Commission's June 3, 2020 decision.

As a result, Newark was notified that since it had failed to properly return the certification within 30 days, the fine of \$100 per day began to accrue on July 5, 2020 and that to date a fine of \$10,000 was owed. However, despite opportunities to respond, Newark failed to submit any arguments or return the subject certification.

¹ The record indicates that Newark has not remitted payment of the \$1,000 in compliance costs.

Personnel records indicate that Clark continues to serve provisionally in the subject title.

CONCLUSION

In the prior decision, Newark was ordered to return the certification within 30 days of the issuance of the decision pursuant to *N.J.A.C.* 4A:4-4.2(c)1 and to immediately remove Clark, against whom a salary disapproval had been issued. However, Newark failed to return the certification for proper disposition by July 5, 2020. Moreover, in response to the instant request for enforcement, Newark failed to provide any response or return the certification. Moreover, Clark continues to serve provisionally in the subject title.

The Commission is specifically given the power to assess compliance costs and fines against an appointing authority, including all administrative costs and charges, as well as fines of not more than \$10,000, for noncompliance or violation of Civil Service law or rules or any order of the Commission. *N.J.S.A.* 11A:10-3; *N.J.A.C.* 4A:10-2.1(a)2. See *In the Matter of Fiscal Analyst (M1351H)*, Jersey City, Docket No. A-4347-87T3 (App. Div. February 2, 1989). In the instant matter, despite numerous opportunities, Newark failed to properly dispose of the certification. Instead, Newark's actions appear to be an attempt to circumvent Civil Service law and rules. Consequently, the fine of \$10,000 for the failure to adhere to the timeframes in the prior decision is appropriate.

ORDER

Therefore, it is ordered that Newark properly dispose of the June 13, 2016 certification of the special reemployment list for Community Relations Specialist and remove Patricia Clark from employment within 30 days of the issuance of this decision. Additionally, for the reasons stated above, the Commission orders the assessment of a fine in the amount of \$10,000 to be paid within 30 days of the issuance of this decision.

If, at any time, Newark again does not adhere to the timeframes for the proper certification disposition, this matter will be referred to the Office of the Attorney General for enforcement and recovery of fines and further costs and penalties as provided by law. Finally, Newark is ordered to immediately remit payment of the \$1,000 in compliance costs that was previously assessed.

This is the final administrative determination in this matter. Any further review should be pursued in a judicial forum.

DECISION RENDERED BY THE
CIVIL SERVICE COMMISSION ON
THE 24TH DAY OF SEPTEMBER, 2025



Allison Chris Myers
Chairperson
Civil Service Commission

Inquiries
and
Correspondence

Nicholas F. Angiulo
Director
Division of Appeals and Regulatory Affairs
Civil Service Commission
Written Record Appeals Unit
P.O. Box 312
Trenton, New Jersey 08625-0312

c: Patricia Clark (c/o Tiffany Stewart)
Tiffany Stewart
Hugh A. Thompson, Esq.
Division of Human Resource Information Services
Division of Appeals and Regulatory Affairs
Records Center