



**STATE OF NEW JERSEY**

In the Matter of Jarod Catalfomo,  
Building Management Services  
Specialist 4 (PS9132E), Department  
of Military Affairs

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

CSC Docket No. 2026-1089

List Removal Appeal

**ISSUED: June 10, 2026 (HS)**

Jarod Catalfomo appeals the removal of his name from the eligible list for Building Management Services Specialist 4 (PS9132E), Department of Military Affairs,<sup>1</sup> on the basis of a false statement of material fact.

The appellant, a non-veteran, appeared on the subject eligible list, which promulgated on April 24, 2025 and expires on April 23, 2027. The appellant's name was certified to the appointing authority on September 19, 2025 (PS251532). In disposing of the certification, the appointing authority requested the removal of the appellant's name due to a false statement of material fact. Specifically, the appointing authority asserted that the appellant had falsified his examination application submitted to this agency when he indicated therein that he supervised while serving in his title, Building Management Services Specialist 2, with the Department of Military and Veterans Affairs (DMAVA). The appointing authority highlighted that this was a salary range P21 title, which is a non-supervisory title. It further maintained that the only supervisory title the appellant held was Crew

<sup>1</sup> On January 9, 2026, Public Law 2025, Chapter 139 took effect, creating the Department of Veterans Affairs, and transferring certain functions, powers and duties previously held by the Department Military and Veterans Affairs, including, but not limited to, the authority to determine whether any person seeking to be considered a veteran or a disabled veteran under *N.J.S.A. 11A:5-1* met the requirements. The remaining functions, powers and duties would stay in the newly named Department of Military Affairs.

Supervisor, Electricians, which only provided him with 10 months of supervisory experience leaving him two months short on supervisory experience.

It is noted that the examination announcement called for, in relevant part, eight years of professional experience in the coordination and/or implementation of building management programs including building/property operations analysis, program development, organizational and/or fiscal planning, and/or cost efficiency programs, and/or special building service programs, security or a related field, one year of which shall have included supervisory responsibilities. The closing date for the announcement was February 21, 2025. On his application, the appellant listed, in relevant part, his experience as a Building Management Services Specialist 2 with DMAVA from October 2021 to February 2025. For this position, the appellant indicated that he supervised five professional staff members and performed the following major duties:

Supervise maintenance staff and coordinate work orders through the Maintenance Workorder Program to track and manage repairs across all DMAVA facilities. • Oversee building management programs, reviewing and approving maintenance repair requests, program development, and structural modifications. • Evaluate whether maintenance work should be handled in-house or outsourced, ensuring cost-effective solutions. • Administer contracts for service provisions, including vendor procurement, PB119-PB120 requests, change orders, purchase orders, invoices, payment processing, and processing payments of invoices in NJSTART. • Manage vendor relationships via NJSTART to process P-Card payments, retrieve account strings from the fiscal department, and ensure accurate invoice and receipt tracking. • Create and maintain Excel spreadsheets to track and monitor internal service contracts, ensuring accurate financial reporting and analysis also with P-Card transactions. • Analyze financial data, track expenditures, and generate reports to support cost-saving initiatives and operational efficiency improvements. • Collect, analyze data, prepare reports, and notify supervisors of problems while establishing and maintaining essential reports, records, and files. • Ensure compliance with state building regulations and propose policy improvements for efficiency. • Supervise a diverse team, including repairers, electricians, HVAC technicians, budget analysts, and crew supervisors, ensuring proper maintenance and operations across multiple facilities. • Prepare bid items and Excel breakdowns for cost analysis in contract development.

The Division of Agency Services (Agency Services) credited the appellant with three years and five months of supervisory experience for said position while noting that the performance of supervisory duties was out-of-title. It also credited him with

having five years and nine months of supervisory experience as a Crew Supervisor of Electricians with the Juvenile Justice Commission while noting that the experience was out-of-title.

On appeal to the Civil Service Commission (Commission), the appellant indicates, among other things, that while at DMAVA, he was directed to fill in and cover the operations and staff for another employee who was out on extended medical leave.<sup>2</sup> He also highlights that he served as a Building Manager Supervisor for Emcor/Fluidics, inc. from June 2007 until May 2011.

In response to an inquiry from this agency asking the appointing authority to clarify its position as to what specifically were the false statements of material fact made, the appointing authority replied, "It was due to the fact there was no history of [one] year of state supervisory experience. [The appellant] was recertified back on the list, so there is no action that needs to be taken."

### CONCLUSION

*N.J.A.C.* 4A:4-4.7(a)1, in conjunction with *N.J.A.C.* 4A:4-6.1(a)6, allows the Commission to remove an eligible's name from an eligible list when he has made a false statement of any material fact or attempted any deception or fraud in any part of the selection or appointment process. *N.J.A.C.* 4A:4-6.3(b), in conjunction with *N.J.A.C.* 4A:4-4.7(d), provides that the appellant has the burden of proof to show by a preponderance of the evidence that an appointing authority's decision to remove his name from an eligible list was in error.

A review of the record in this matter fails to support the removal of the appellant's name from the subject eligible list on the basis of a falsified examination application. The appointing authority's position that the appellant falsified his application when he indicated that he supervised while serving in the title of Building Management Services Specialist 2 is premised on the content of the official Civil Service job specification. However, that position does not account for the possibility of an employee needing to perform out-of-title duties due to business need, which appears to have been the case here. Specifically, in fact, Agency Services credited the appellant's Building Management Services Specialist 2 position while noting that the performance of supervisory duties was out-of-title. In disposing of the certification and in responding to the instant appeal, the appointing authority did not provide supporting documentation to indicate what statement the appellant made on his examination application that was materially false, irrespective of the official job specification for Building Management Services Specialist 2. As such, the appellant's merely indicating the performance of out-of-title duties cannot, in this particular case, be considered falsification. Regardless, even if the appellant was mistaken in

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<sup>2</sup> The appellant also submits a copy of an earlier filed administrative appeal, which was addressed separately (CSC Docket No. 2026-474).

his belief that he was performing supervisory duties as a Building Management Services Specialist 2, this alone would be insufficient to be removed based on falsification as many Civil Service employees believe they are performing supervisory duties when, in fact, they do not meet the Civil Service definition of being a supervisor. Additionally, it would appear that the appellant met the supervisory experience requirements based on his four years as a Building Maintenance Supervisor for Emcor/Fluidics Inc.<sup>3</sup> Accordingly, there is not a sufficient basis to remove the appellant's name from the subject eligible list.

### ORDER

Therefore, it is ordered that this appeal be granted and Jarod Catalfomo's name be restored to the eligible list for Building Management Services Specialist 4 (PS9132E), Department of Military Affairs, for prospective employment opportunities.

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 10<sup>TH</sup> DAY OF JUNE, 2026



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<sup>3</sup> It is noted that the subject examination did not require that the supervisory experience only be met by State service. It is further noted that Agency Services did not evaluate this experience as it determined that the appellant met the requirements based on his State service without needing to evaluate his private sector experience.

c: Jarod Catalfomo  
Kia Inman  
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Division of Human Resource Information Services  
Records Center