



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
NOVEMBER 21, 2012**

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

SECTION A – HEARING MATTERS

A-1 SETTLEMENTS

In the Matter of Alvin Allison
New Lisbon Developmental Center
Department of Human Services
Suspension

In the Matter of Ateh S. Anyere
Hunterdon Developmental Center
Department of Human Services
Removal

In the Matter of Veronica Cheeseman
City of Bridgeton
Department of Public Safety
Release at the end of the working test period, Suspension and Removal

In the Matter of Rocco Gregorio
New Jersey State Prison
Department of Corrections
Suspension

In the Matter of Cheatee Kpou
New Lisbon Development Center
Department of Human Services
Removal

In the Matter of Ronald Mason
Ancora Psychiatric Hospital
Department of Human Services
Removal

In the Matter of Michael Minarck
Township of Little Egg Harbor
Department of Public Works
Removal

In the Matter of Abigail Njemaze
Middlesex County Board of Social Services
Suspension

In the Matter of Shante Ocasio
New Lisbon Developmental Center
Department of Human Services
Suspension

In the Matter of W. Charles Reinhart
City of Bridgeton
Department of Administration
Removal

In the Matter of Shawntez Sanders
Newark School District
Suspension

In the Matter of Eugena Spann
City of East Orange
Police Department
Suspension

In the Matter of Daniel Varano
Township of Bloomfield
Police Department
Removal

**RECOMMENDATION OF THE ADMINISTRATIVE LAW JUDGE IN
THE ABOVE CASES – SETTLEMENTS**

ACTION:

A-2 WILLIAM LAMONT HALL

William Lamont Hall, Laborer, City of Atlantic City, Department of Public Works, 90 working day suspension on charges of insubordination, conduct unbecoming a public employee and violation of City policy and procedures manual.

Recommendation of the Administrative Law Judge – Modify the 90 working day suspension to a 10 working days suspension.

ACTION:

A-3 AMY LEWIS, *ET AL*

Amy Lewis, *et al*, Health Educator, City of West Orange, Department of Health and Welfare, appeals the good faith of her layoff effective March 15, 2011, for reasons of economy and efficiency.

Recommendation of the Administrative Law Judge – Uphold the layoff.

ACTION:

A-4 JIMMY TRAVIS

Jimmy Travis, Human Services Assistant, Ancora Psychiatric Hospital, Department of Human Services, 1) 45 working day suspension on charges of conduct unbecoming a public employee, other sufficient cause, unreasonable failure to report delay in reporting to work as scheduled, leaving assigned work area without permission, but not creating a danger to persons or property, falsification and violation of a rule, regulation, policy, procedure, order or administrative decision; 2) resignation not in good standing, effective November 28, 2009, on charges of being absent from duty for five or more consecutive business days without the approval, conduct unbecoming a public employee other sufficient cause, abandonment of job and violation of a rule, regulation, policy, procedure, order or administrative decision; and 3) two removals effective November 28, 2009, on charges of chronic or excessive absenteeism or lateness, conduct unbecoming a public employee and other sufficient cause.

Recommendation of the Administrative Law Judge – 1) Uphold the 45 working day suspension; 2) uphold the resignation not in good standing; and 3) render the two removals moot.

ACTION:

A-5 JAMMIE BOYLE

Jammie Boyle, Senior Correction Officer, Bayside State Prison, Department of Corrections, removal effective May 15, 2012, on charges of chronic or excessive absenteeism or lateness.

Recommendation of the Administrative Law Judge – Uphold the removal.

ACTION:

A-6 DREW COUGHLIN

Drew Coughlin, Motor Vehicle Operator, Elderly and Handicapped Persons, Bergen County, Department of Human Services, released at the end of his working test period effective April 13, 2012.

Recommendation of the Administrative Law Judge – Uphold the released at the end of his working test period.

ACTION:

A-7 CLIFFORD MILLS

Clifford Mills, County Correction Officer, Salem County, Sheriff's Department, removal effective June 28, 2012, on charges of incompetency, inefficiency or failure to perform duties, conduct unbecoming a public employee and other sufficient cause.

Recommendation of the Administrative Law Judge – Uphold the removal.

ACTION:

A-8 VICTORIA T. THOMPSON

Victoria T. Thompson, Personnel Assistant, City of Elizabeth, Housing Authority, removal effective December 8, 2010, on charges of insubordination, chronic or excessive absenteeism or lateness and other sufficient cause.

Recommendation of the Administrative Law Judge – Modify the removal to a six-month suspension.

ACTION:

SECTION B – MISCELLANEOUS MATTERS

B-1 The Division of Classification and Personnel Management requests the consolidation of several local government titles responsible for billing and collection work into the title of Supervisor of Billings and Collections.



MEMORANDUM

DATE: October 22, 2012
TO: Civil Service Commission
FROM: Kenneth Connolly, Director
Division of Classification & Personnel Management
SUBJECT: Change in the Classification Plan

**LOCAL GOVERNMENT
TITLE CONSOLIDATION INITIATIVE**

The Division of Classification and Personnel Management request the consolidation of several local government titles responsible for billing and collections work.

The identified titles are all in some capacity involved in supervising a clerical billing and collections operation. The core function, supervising and performing work involving the compiling, computing and recording of data for billing purposes, is consistent regardless of the type of utility or agency where the work is performed. Therefore, we request the consolidation of several titles into a generic, broader title called Supervisor of Billings and Collections (03980).

The title specification has been modified to accommodate this consolidation. As a result, the title specification is broader and more general, allowing for greater flexibility across jurisdictions.

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 involved 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.
- 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 titles and unit scopes which have expired will be revived as necessary to address unanticipated situations which may arise.

The impacted local Appointing Authorities were given the opportunity to review this proposal and all articulated issues have been reviewed and addressed.

TITLE CONSOLIDATION & MOVEMENT OF INCUMBENTS:

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

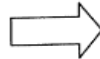
FROM:

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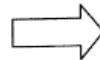
Supervising of Billings and Collections
03980 Career (C) Local

Supervising of Billings and Collections
03980 Career (C) Local

Supervisor of Water and Sewage,
Billings & Collections
04090 Career (C) Local



Supervisor of Water Billing &
Meter Reading
04446 Career (C) Local



KC/JT/BP/GB

ACTION:

B-2 CHRISTOPHER ANODIDE

Christopher Anodide, a former County Correction Officer, Mercer County, Department of Public Safety, represented by Stuart J. Alterman, Esq., requests a hearing regarding his removal from employment, effective September 30, 2011.

ACTION:

B-3 MARGARET HUGHES

Margaret Hughes appeals the decision of the former Division of State and Local Operations, which found that the Department of Corrections had presented a sufficient basis to remove the appellant's name from the Correction Officer Recruit (S9987M), DOC, eligible list on the basis that she falsified her employment application.

ACTION:

B-4 FELINO OMAR CASTRO

The Department of the Treasury requests that Felino Omar Castro's out-of-title experience be accepted to qualify him for a prospective promotional examination for the title of Taxpayer Service Representative 2.

ACTION:

B-5 NIRMIN NASEF

Nirmin Nasef appeals the determination of the former Division of State and Local Operations that her position with the Department of Transportation is properly classified as a Principal Engineer, Transportation. The appellant seeks a Project Engineer, Surface Design, classification.

ACTION:

B-6 ASSISTANT SUPERVISOR BUILDING SERVICE (C0038N), HUDSON COUNTY

The Division of Classification and Personnel Management requests that Hudson County be ordered to return the October 18, 2011 certification for Assistant Supervisor Building Service (C0038N) for proper disposition.

ACTION:

B-7 CHIEF PUBLIC SAFETY TELECOMMUNICATOR (PC0323N), HUNTERDON COUNTY

The appointing authority's failure to dispose of the certification for Chief Public Safety Telecommunicator (PC0323N), Hunterdon County, while a provisional is serving in the title, has been referred to the Civil Service Commission for enforcement.

ACTION:

B-8 IN THE MATTER OF SUPERVISOR, DATA PROCESSING OPERATIONS (M0829K), NEWARK

In *In the Matter of Supervisor, Data Processing Operations (M0829K), Newark* (CSC, decided May 12, 2010), the Civil Service Commission held in abeyance Newark's request for a waiver of the appointment requirement pending the determination of the Division of Classification and Personnel Management (CPM) regarding the classification of Tracie Shorte's position. CPM determined that Shorte was to be considered serving provisionally in the open-competitive title of Manager, Abatement and Special Taxes, and the matter is now being presented to the Commission.

ACTION:

B-9 VANESSA WARREN

The Superior Court of New Jersey, Appellate Division, has reversed and remanded the matter of the removal of Vanessa Warren, a former Senior Correction Officer at Northern State Prison, Department of Corrections, to the Civil Service Commission for reconsideration of the penalty. *See in the Matter of Vanessa Warren, Department of Corrections*, Docket No. A-5092-09T3 (App. Div. August 3, 2012).

ACTION:

B-10 HARMON GARVIN

Harmon Garvin appeals the determination of the Division of Selection Services and Recruitment which found that he was below the minimum requirements in experience for the promotional examination for Contract Administrator 2 (PS5842H), Department of Health.

ACTION:

B-11 JAMES MEIXSELL

James Meixsell appeals the determination of the former Division of Selection Services that he did not meet the experience requirement for the promotional examination for Heavy Equipment Operator (PS6456G), Department of Environmental Protection.

ACTION:

B-12 TYTANYA RAY

Tytanya Ray appeals the determination of the Division of Selection Services which found that, per the substitution clause for education, she was below the minimum requirements in experience for the promotional examination for Technical Assistant, Contract Administration (PM1110N), City of Camden.

ACTION:

B-13 MARGARET SHAMUS

Margaret Shamus appeals the decision of the Division of Selection Services and Recruitment which found that she did not meet the experience requirements for the promotional examination for Assistant Fiscal Officer (PC0411P), Atlantic County.

ACTION: