



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  
AUGUST 19, 2015**

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

**SECTION A – HEARING MATTERS**

**A-1 SETTLEMENTS**

James Davis  
Southern State Correctional Facility  
Department of Corrections  
Suspension

Elaine Garcia  
Atlantic County  
Department of Human Services  
Suspension

Melrose Graham  
Green Brook Regional Center  
Department of Human Services  
Removal

Mark Lemke  
Gloucester County  
Department of Emergency Response  
Suspension

Jesus Martinez  
Hudson County  
Department of Corrections  
Suspension

Catherine O'Reilly  
Borough of Point Pleasant  
Police Department  
Removal

Lonnie Wiggins  
New Jersey State Prison  
Department of Corrections  
Release at end of working test period

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

**ACTION:**

**A-2 CHARLES ALLIA**

Charles Allia, Senior Engineer, Monmouth County, Department of Engineering, fine equal to a 15 working day suspension on charges of incompetency, inefficiency, or failure to perform duty; insubordination; conduct unbecoming a public employee; neglect of duty; misuse of public property, including motor vehicles; and other sufficient cause.

Recommendation of the Administrative Law Judge – Affirm the fine equal to a 15 working day suspension.

**ACTION:**

**A-3 DAVID ANTHONY**

David Anthony, Management Specialist, Hudson County Department of the Sheriff, removal effective November 26, 2014, on charges of insubordination, conduct unbecoming a public employee, and other sufficient cause.

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

**ACTION:**

**A-4 GIOVANI COLON**

Giovani Colon, Senior Correction Officer, Edna Mahan Correctional Facility, Department of Corrections, removal effective April 6, 2015, on charges of conduct unbecoming a public employee and other sufficient cause.

Recommendation of the Administrative Law Judge – Modify the removal to a 40 working day suspension.

**ACTION:**

**A-5 CHRISTOPHER HIGGINS**

Christopher Higgins, Repairer, Vineland Developmental Center, Department of Human Services, removal effective January 10, 2014, on charges of conduct unbecoming a public employee and other sufficient cause.

Recommendation of the Administrative Law Judge – Reverse the removal.

**ACTION:**

**A-6 JAMES KELK**

James Kelk, Tree Maintenance Worker 3, Grounds, Township of Scotch Plains, Department of Public Property, removal effective July 14, 2014, on charges of insubordination, conduct unbecoming a public employee, other sufficient cause, and harassment of co-workers.

Recommendation of the Administrative Law Judge – Reverse the removal.

**ACTION:**

**A-7 KEITH LAYTON**

Keith Layton, Operator, Sewage and Water Treatment Plants, Ancora Psychiatric Hospital, Department of Human Services, removal effective October 12, 2012, on charges of conduct unbecoming a public employee and other sufficient cause.

Recommendation of the Administrative Law Judge – Affirm the removal.

**ACTION:**

**A-8 THOMAS MCNULTY**

Thomas McNulty, County Correction Officer, Camden County, Department of Corrections, removal effective January 22, 2015, on charges of insubordination, inability to perform duties, conduct unbecoming a public employee, neglect of duty, discrimination that affects equal employment, and other sufficient cause.

Recommendation of the Administrative Law Judge – Affirm the removal.

**ACTION:**

**A-9 JOSHUA PEEK**

Joshua Peek, Senior Correction Officer, Southern State Correctional Facility, Department of Corrections, removal effective July 23, 2014, on charges of conduct unbecoming a public employee and other sufficient cause.

Recommendation of the Administrative Law Judge – Affirm the removal.

**ACTION:**

**A-10 TERRANCE RAY**

Terrance Ray, Correction Sergeant, New Jersey State Prison, Department of Corrections, return to previously held title at the end of the working test period.

Recommendation of the Administrative Law Judge – Affirm the return to previously held title.

**ACTION:**

**A-11 AZALIA RIVERA**

Azalia Rivera, Police Communications Clerk, City of Newark, Police Department, removal effective September 17, 2013, on charges of disobedience of orders.

Recommendation of the Administrative Law Judge – Affirm the removal.

**ACTION:**

**A-12 MARZETTIE SHAMBERGER**

Marzettie Shamberger, Senior Correction Officer, Northern State Prison, Department of Corrections, 60 working day suspension on charges of insubordination, conduct unbecoming a public employee, and other sufficient cause.

Recommendation of the Administrative Law Judge – Dismiss the appeal.

**ACTION:**

**A-13 MEGAN SOULES**

Megan Soules, Supervising Public Safety Tele-communicator, Morris County, Department of Law and Public Safety, 60 working day suspension on charges of insubordination, conduct unbecoming a public employee, and other sufficient cause.

Recommendation of the Administrative Law Judge – Dismiss the appeal with prejudice.

**ACTION:**

**A-14 JIMMY WEST**

Jimmy West, Senior Correction Officer, Northern State Prison, Department of Corrections, removal effective May 9, 2013, on charges of inability to perform duties and other sufficient cause.

Recommendation of the Administrative Law Judge – Affirm the removal.

**ACTION:**

**SECTION B – MISCELLANEOUS MATTERS**

**B-1 CHANGE IN THE CLASSIFICATION PLAN – ASSISTANT CHIEF EXECUTIVE OFFICER CARE FACILITY**

The Division of Agency Services requests title verbiage change of the Assistant Superintendent, Developmental Disabilities title to Assistant Chief Executive Officer Care Facility.

	<h1 style="margin: 0;">MEMORANDUM</h1>		
<p>DATE: July 29, 2015</p> <p>TO: Civil Service Commission</p> <p>FROM: Kenneth Connolly, Director <i>KC</i> Division of Agency Services</p> <p>SUBJECT: Change in State Classification Plan</p>			
<p><u>State Title Verbiage Change</u></p>			
<p>The Department of Human Services requests the title verbiage change of Assistant Superintendent Developmental Disabilities to Assistant Chief Executive Officer Care Facility. This change is requested to create consistency in verbiage between the Assistant level and the level above, Chief Executive Officer Care Facility (M98-60293).</p> <p>Attached is documentation that the negotiation representative notice required by <i>N.J.A.C. 4A:3-3.3(f)</i> has been made.</p> <p>The effective date of this change for this title will be the first pay period that follows the Commission's approval of the action.</p>			
<p><b><u>Title Verbiage</u></b></p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>From:</p> <p>Asst Superintendent Developmental Disabilities M33-61488 C P NL/12</p> <p>Asst Superintendent Developmental Disabilities &amp;33-61678 C P NL/12</p> </td> <td style="width: 50%; vertical-align: top;"> <p>To:</p> <p><u>Asst Chief Executive Officer Care Facility</u> M33-61488 C P NL/12</p> <p><u>Asst Chief Executive Officer Care Facility</u> &amp;33-61678 C P NL/12</p> </td> </tr> </table>		<p>From:</p> <p>Asst Superintendent Developmental Disabilities M33-61488 C P NL/12</p> <p>Asst Superintendent Developmental Disabilities &amp;33-61678 C P NL/12</p>	<p>To:</p> <p><u>Asst Chief Executive Officer Care Facility</u> M33-61488 C P NL/12</p> <p><u>Asst Chief Executive Officer Care Facility</u> &amp;33-61678 C P NL/12</p>
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<p>KC/JT/GB/TL</p> <hr style="width: 50%; margin: 0 auto;"/> <p style="text-align: center; font-size: small;">www.state.nj.us/csc</p>			

**ACTION:**

**B-2 CHANGE IN CLASSIFICATION PLAN – TITLE REACTIVATION/  
INACTIVATION**

The Division of Agency Services requests reactivating the Supervising Public Safety Telecommunicator title and inactivating the Data Processing Analyst 2, Higher Education title.



## MEMORANDUM

DATE: August 7, 2015  
TO: The Civil Service Commission  
FROM: Kenneth Connolly, Director  
Division of Agency Services   
SUBJECT: Change in State Classification Plan

### TITLE REACTIVATION

The Richard Stockton College of New Jersey requests the reactivation of the title Supervising Public Safety Telecommunicator, State (R21-03865) for use in their 911 Call Center. The title will be restricted to use by the State Colleges.

The primary function of the title involves supervising and working with a group of employees engaged in receiving and responding to telephone or other electronic requests for emergency assistance including law enforcement, fire, medical, or other emergency services.

Title history records indicate the title was inactivated a few years ago during a mass inactivation of unencumbered titles. Its reactivation is necessary to fill a position responsible for directly supervising lower level Public Safety Telecommunicators, and to alleviate the Chief of administrative detail.

A draft title specification has been developed to accommodate this request.

The title Data Processing Analyst 2, Higher Education will be inactivated. It has been unencumbered for more than seven years.

Attached is documentation that the negotiation representative notice required by N.J.A.C 4A:3-3.3(f) has been made.

### TITLE REACTIVATION:

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

Supervising Public Safety Telecommunicator, State  
R21-03865 Career Y N4/12

### TITLE INACTIVATION:

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

Data Processing Analyst 2, Higher Education  
P26-53244i Career Y NL/12

KC/JT/GB/MP

**ACTION:**

**B-3 CHANGE IN CLASSIFICATION PLAN – STATE BUREAU OF IDENTIFICATION**

The Division of Agency Services requests the restructuring of the supervisory titles and functions within the New Jersey State Police, State Bureau of Identification.

**MEMORANDUM**

DATE: August 7, 2015  
TO: The Civil Service Commission  
FROM: Kenneth Connolly, Director   
Division of Agency Services  
SUBJECT: Change in State Classification Plan

**DEPARTMENT OF LAW AND PUBLIC SAFETY**

The Department of Law and Public Safety, Division of State Police, ask for permission to restructure the supervisory titles and functions within the Bureau of Identification (SBI). This restructuring involves title consolidation, title verbiage changes, an upward salary reevaluation, and a State title to be reassigned for use by local government.

The various units which comprise the SBI are responsible for the entry, maintenance and dissemination of criminal information and records. Our review of the titles and functions performed at the supervisory levels indicates they are similar enough to be combined into two broad title classifications; Supervisor 1, State Bureau of Identification and Supervisor 2, State Bureau of Identification.

The titles will be restricted to use by the Department of Law and Public Safety. Employees in other State departments/agencies will not be impacted by this action.

This restructuring is necessary to enable flexibility in the assignment of staff, and provide incumbents with expanded growth opportunities within the Bureau.

The title Assistant Supervisor, Criminal Information Unit is presently utilized by both State and local government agencies. This function will be consolidated on the State side, and incumbents cross-walked to Supervisor 1, State Bureau of Identification. However, the title will be retained post consolidation to permit its continued use by local government. Minor title specification revisions will be applied to reflect the change in usage.

Appointments will be made in accordance with salary regulation FY15 Section 4 (G) with retention of existing status, that is, appointment type to appointment type, without promotional procedures.

Draft title specifications have been developed to accommodate this proposal.

Attached is documentation that the negotiation representative notice required by NJAC 4A:3-3.3(f) has been made.

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**TITLE VERBIAGE CHANGES:**

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

**FROM:**

Assistant Supervisor, Fingerprint Technical Unit  
 R18-45014 Competitive C Common

Supervisor, Fingerprint Technical Unit  
 S20-45015 Competitive C Common

**TO:**

Supervisor 1, State Bureau of Identification  
 R18-45014 Competitive C State

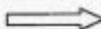
Supervisor 2, State Bureau of Identification  
 S20-45015 Competitive C State

**TITLE CONSOLIDATION, REEVALUATION AND CROSSWALK OF INCUMBENTS:**

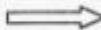
**Effective:** Changes will be effective the first pay period following the Commission's approval.

**FROM:**

Asst. Supervisor, Fingerprint Technical Unit  
 R18-45014 Competitive C Common

Asst. Supervisor, Criminal Information Unit   
 R17-45054 Competitive C Common

Asst. Supervisor, Identification Records Unit   
 R17-45046 Competitive C State

Asst. Supervisor, Data Reduction Unit   
 R17-26704 Competitive C State

**TO:**

Supervisor 1, State Bureau of Identification  
 R18-45014 Competitive C State

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Supervisor, Fingerprint Technical Unit  
 S20-45015 Competitive C Common

Supervisor 2, State Bureau of Identification  
 S20-45015 Competitive C State

Supervisor, Records Assembly Unit   
 S20-45043 Competitive C State

Supervisor, Identification Records Unit   
 S20-45045 Competitive C State

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TITLE TO BE RESTRICTED TO USE BY LOCAL GOVERNMENT:

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

FROM:

Asst. Supervisor, Criminal Information Unit  
R17-45054 Competitive C Common

TO:

Asst. Supervisor, Criminal Information Unit  
R17-45054 Competitive C Local

KC/JT/GB/LR

**ACTION:**

**B-4 ROBERT HUGHEY – CSC DOCKET NO. 2015-2881**

Robert Hughey appeals the determination of the Division of Classification and Personnel Management upholding the removal of his name from the eligible list for Correction Officer Recruit (S9988R), Department of Corrections, on the basis of an unsatisfactory criminal record.

**ACTION:**

**B-5 WILLIAM LOHMAN – CSC DOCKET NO. 2015-2896**

William Lohman appeals the decision of the Division of Agency Services which found that his position with the Department of Health is properly classified as Architect. The appellant seeks a Health Systems Specialist 2 job classification.

**ACTION:**

**B-6 LISA POINTER – CSC DOCKET NO. 2015-1311**

Lisa Pointer appeals the determination of the Division of classification and Personnel Management that her position is properly classified as a Pensions Benefits Specialist 1 with the Department of the Treasury. The appellant seeks a Supervising Pensions Benefits Specialist job classification.

**ACTION:**

**B-7 DANIELLE RICHARDSON – CSC DOCKET NO. 2015-3166**

Danielle Richardson appeals the decision of the Division of Agency Services that the proper classification of her position with the Department of Banking and Insurance is Senior Clerk. The appellant initially sought a classification of Technical Assistant 2, Insurance. The appellant is now requesting a Technical Assistant 3 job classification.

**ACTION:**

**B-8 DENISE RICHARDSON – CSC DOCKET NO. 2015-2907**

Denise Richardson appeals the decision of the Division of Agency Services, which found that her position with Monmouth County is properly classified as Chief Clerk. The appellant seeks a Senior Fiscal Analyst job classification.

**ACTION:**

**B-9 TIFFANI SALTER – CSC DOCKET NO. 2015-3063**

Tiffani Salter appeals the decision of the Division of Agency Services that the proper classification of her position with the Civil Service Commission is Human Resource Consultant 2. The appellant seeks a Human Resource Consultant 3 job classification.

**ACTION:**

**B-10 ELEANOR BUFFIN – CSC DOCKET NO. 2015-977**

Eleanor Buffin appeals the decision of the Division of Classification and Personnel Management that the proper classification of her position with the Department of Environmental Protection is Agency Services Representative 3. The appellant seeks an Agency Services Representative 4 job classification.

**ACTION:**

**B-11 CARLA DAVIS – CSC DOCKET NO. 2015-1310**

Carla Davis appeals the decision of the Division of Classification and Personnel Management that the proper classification of her position with the Department of Environmental Protection is Agency Services Representative 3. The appellant seeks an Agency Services Representative 4 job classification.

**ACTION:**

**B-12 DARLENE MCCALLUM – CSC DOCKET NO. 2015-2112**

Darlene McCallum appeals the decision of the Division of Classification and Personnel Management that the proper classification of her position with the Department of Environmental Protection is Agency Services Representative 3. The appellant seeks an Agency Services Representative 4 job classification.

**ACTION:**

**B-13 DAVID RUDITSKY – CSC DOCKET NO. 2015-1674**

David Ruditsky, represented by Nancy A. Valentino, Esq., appeals the decision of the Division of Classification and Personnel Management, which upheld the bypass of his name on the Police Sergeant (PM2701L), Marlboro Township, eligible list.

**ACTION:**

**B-14 TAMIKA VEAL-JOHNSON – CSC DOCKET NO. 2016-552**

The City of Trenton requests that Tamika Veal-Johnson's name be restored to the Police Officer, Trenton special reemployment list.

**ACTION:**

**B-15 TIMOTHY RATTIGAN – CSC DOCKET NO. 2015-2208**

Timothy Rattigan appeals his return to his permanent title of Intermittent Labor Services Worker, effective January 24, 2015.

**ACTION:**

**B-16 SADIQA ROE – CSC DOCKET NO. 2015-2550**

Sadiqa Roe requests a retroactive appointment date as a Supervisor, Licensing Unit, Professional Boards with the Department of Law and Public Safety based on her reclassification to that title, effective November 17, 2012.

**ACTION:**

**B-17 DHRUPTI THAKER AND NIKHIL THAKER  
CSC DOCKET NO. 2015-3362**

Dhrupti Thaker and Nikhil Thaker appeal their scores on the promotional examination for Assistant Administrative Supervisor, Income Maintenance (PC1582S), Hudson County.

**ACTION:**

**B-18 COUNTY POLICE SERGEANT (PC0150S), CAMDEN COUNTY  
CSC DOCKET NO. 2016-714**

The Division of Agency Services requests that the promotional announcement for County Police Sergeant (PC0150S), Camden County, be amended.

**ACTION:**

**B-19 N'DELA COSTLEY – CSC DOCKET NO. 2015-3156**

N'dela Costley appeals the determination of the Division of Agency Services, which found that she was below minimum requirements in experience for a prospective promotional examination for the title of Assistant Zoning Officer, Newark.

**ACTION:**

**B-20 SUSAN DICKENSON AND RONALD FRANCIS  
CSC DOCKET NO. 2015-3283**

Susan Dickenson and Ronald Francis appeal the determinations of the Division of Agency Services that they did not meet the experience requirements for the promotional examination for Safety Officer, Mental Health (PS2904K), Ancora Psychiatric Hospital.

**ACTION:**

**B-21 RONALD EASTON, JR. – CSC DOCKET NO. 2015-3187**

Ronald Easton, Jr., appeals the determination of the Division of Agency Services that he lacked the required amount of permanent status in a title to which the examination was open for the promotional examination for Sheriff's Officer Sergeant (PC1572S), Passaic County.

**ACTION:**

**B-22 RICHARD LAMBERT – CSC DOCKET NO. 2016-160**

Richard Lambert appeals the determination of the Division of Agency Services that he was below the minimum requirements in experience for the promotional examination for Supervising Customer Representative, Public Utilities (PS0630R), Board of Public Utilities.

**ACTION:**

**B-23 JO-ANN MILLER – CSC DOCKET NO. 2016-425**

Jo-Ann Miller appeals the determination of the Division of Agency Services that she was below the minimum requirement in experience for the promotional examination for Program Coordinator, Senior Citizens Transportation (PC0809T), Middlesex County.

**ACTION:**

**B-24 DONNA MONFORTE – CSC DOCKET NO. 2015-2233**

Donna Monforte appeals the determination of the Division of Agency Services, which found that she did not meet the experience requirements for the promotional examination for Office Supervisor (PS1450K), Department of Children and Families.

**ACTION:**

**B-25 MAYRA SAAB – CSC DOCKET NO. 2015-3080**

Mayra Saab appeals the decision of Agency Services, which found that, per the substitution clause for education, she did not meet the experience requirements for the open-competitive examination for Human Services Specialist 1 Bilingual in Spanish and English (C0113T), Ocean County.

**ACTION:****B-26 JENNIFER SEMPERVIVE – CSC DOCKET NO. 2015-3054**

Jennifer Sempervive appeals the decision of the Division of Agency Services, which found that she did not meet the experience requirements for the open-competitive examination for Investigator County Welfare Agency (C0083T), Somerset County.

**ACTION:****B-27 TERRY WILLIAMS – CSC DOCKET NO. 2015-3186**

Terry Williams appeals the determination of the Division of Agency Services that she was below the minimum requirements in experience for the promotional examination for Supervisor of Accounts (PC0090T), Cumberland County.

**ACTION:****B-28 EDWARD HALL – CSC DOCKET NO. 2015-92**

Edward Hall, a Senior Correction Officer with the Department of Corrections, represented by Colin M. Lynch, Esq., seek resolution of a dispute concerning mitigated back pay.

**ACTION:****B-29 MONTOYA KEY – CSC DOCKET NO. 2015-3241**

Montoya Key, represented by William A. Nash, Esq., requests reconsideration of the final administrative decision rendered on December 19, 2012, which dismissed her appeal of her removal.

**ACTION:**

**B-30 BRYAN MILLER – CSC DOCKET NO. 2015-1922**

Bryan Miller, a Repairer with the Department of Environmental Protection, appeals a five working-day suspension.

**ACTION:**

**B-31 OMAR ORTIZ – CSC DOCKET NO. 2015-2829**

Omar Ortiz, a County Correction Officer with the Hudson County Department of Corrections, represented by James Grimley, Esq., petitions the Civil Service Commission for interim relief regarding the appointing authority's failure to return him to work.

**ACTION:**

**B-32 S. C-G. – CSC DOCKET NO. 2015-987**

S. C-G, a Correction Sergeant with the Department of Corrections, appeals the determination of the Commissioner that the appellant did not present sufficient evidence to support a finding that he had been subjected to a violation of the New Jersey State Policy Prohibiting Discrimination in the Workplace.

**ACTION:**

**B-33 D.H. – CSC DOCKET NO. 2015-753**

D.H., a Carpenter with Woodbine Developmental Center, Department of Human Services, appeals the determination of the Office of Equal Employment Opportunity, which found sufficient evidence that the appellant had violated the New Jersey State Policy Prohibiting Discrimination in the Workplace.

**ACTION:**

**B-34 J.L. – CSC DOCKET NO. 2015-1662**

J.L., a Maintenance Worker 1, Transportation with the Department of Transportation, appeals the determination of the Department of Transportation's Division of Civil Rights and Affirmative Action, stating that the appellant failed to present sufficient evidence to support a finding that she had been subjected to a violation of the New Jersey State Policy Prohibiting Discrimination in the Workplace.

**ACTION:**

**B-35 G.W. – CSC DOCKET NO. 2015-1996**

G.W., a Plumber and Steamfitter with Albert C. Wagner Youth Correctional Facility, Department of Corrections, appeals the determination of the Office of Equal Employment Opportunity, which found that the appellant failed to support a finding that he had been subjected to a violation of the New Jersey State Policy Prohibiting Discrimination in the Workplace.

**ACTION:****B-36 JOHN IRBY – CSC DOCKET NO. 2015-2243**

The appeal of John Irby, a County Correction Officer with the Burlington County Department of Corrections, of his removal, effective January 10, 2014, on charges, was heard by Administrative Law Judge Sarah G. Crowley, who rendered her initial decision on June 29, 2015. At its meeting on July 29, 2015, the Civil Service Commission (Commission) accepted the recommendation to reverse the removal. However, the Commission found it necessary to address the exceptions and reply to exceptions in this matter. The proposed decision is now submitted for the Commission's review.

**ACTION:****B-37 NANCY LAGROTTERIA – CSC DOCKET NO. 2014-0901**

The appeal of Nancy LaGrotteria, a Human Services Specialist 2 with Ocean County, of her 60 working day suspension, on charges, was heard by Administrative Law Judge Sara G. Crowley (ALJ), who rendered her initial decision on July 9, 2015. At its meeting on July 29, 2015, the Civil Service Commission (Commission) did not adopt the ALJ's recommendation to modify the penalty to a 10 working day suspension. Rather, the Commission modified the penalty to a 30 working day suspension. The proposed decision is now submitted for the Commission's review.

**ACTION:**

**B-38 KESTER TANNIS – CSC DOCKET NO. 2015-315**

The appeal of Kester Tannis, a Human Services Assistant with Hunterdon Developmental Center, of his removal, effective May 23, 2014, on charges, was heard by Administrative law Judge Sara G. Crowley, who rendered her initial decision on June 25, 2015. At its meeting on July 29, 2015, the Civil Service Commission (Commission) ordered that this matter be remanded to the Office of Administrative Law. The proposed decision is now submitted for the Commission's review.

**ACTION:**

**B-39 RECENT COURT DECISIONS**

Submitted for the Civil Service Commission's review are summaries of recent court decisions involving Civil Service Commission determinations.

**ACTION:**

**B-40 CIVIL SERVICE COMMISSION MINUTES**

Submitted for adoption are the Civil Service Commission minutes of its meeting of July 29, 2015.

**ACTION:**

**B-41 CHANGE IN CLASSIFICATION PLAN – TITLE CONSOLIDATION**

The Division of Agency Services requests the consolidation of the State File Clerk, Vault Clerk and Microfilm Machine Operator title series into the newly established title series of Clerk, Records. It also requests that the Microfilm Machine Operator title be made archaic and the Vault Clerk title be inactivated.



## MEMORANDUM

DATE: August 11, 2015  
TO: Civil Service Commission  
FROM: Kenneth Connolly, Director  
Division of Agency Services  
SUBJECT: Change in State Classification Plan

### State Title Consolidation

The Division of Agency Services requests the consolidation of several titles responsible for clerical filing work.

Titles possessing similar duties, responsibilities and experience requirements were identified to determine the practicality and appropriateness of title consolidation. The result of this review indicates that the File Clerk, Vault Clerk and Microfilm Machine Operator titles can be consolidated into a newly established, broader title series called Clerk, Records. Incumbents will be responsible for performing clerical work involving the systematic arrangement of records for storage and reference purposes.

This consolidation will provide state agencies with the flexibility needed to more efficiently meet their responsibilities, while also providing employees with enhanced career advancement opportunities.

This plan includes the inactivation of the unencumbered Vault Clerk (A05-20642) title. This plan also includes making the Microfilm Machine Operator (A05-22022) title archaic. The noncompetitive title, Clerk (A04-020042) may be used to gain the required experience for movement into the title series.

Title specifications have been developed to accommodate this consolidation.

The State Appointing Authorities presently utilizing the impacted titles have been given the opportunity to review this proposal. All articulated issues have been addressed.

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 identified titles will be inactivated. Any existing eligibility lists for these titles shall be processed as follows:

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- 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 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.
- 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.

Attached is documentation that the negotiation representative notice required by *N.J.A.C. 4A:3-3.3(f)* has been made.

**TITLE CONSOLIDATION AND MOVEMENT OF INCUMBENTS:**

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

**From:**

**To Proposed Title Series:**

Senior File Clerk  
 A08-20723 C \* 35/12

Clerk 1, Records  
 A08-20723 C \* 35/12



Senior Vault Clerk  
 A08-20623 C \* 35/12

Senior Microfilm Machine Operator  
 A08-22023 C \* 35/12

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Principal File Clerk  
R11-20724 C \* 35/12

Clerk 2, Records  
A11-20724 C \* 35/12



Principal Vault Clerk  
R11-20624 C \* 35/12

Principal Microfilm Machine Operator  
R11-22024 C \* 35/12

Head File Clerk  
R15-20725 C \* 35/12

Clerk 3, Records  
R15-20725 C \* 35/12



Head Vault Clerk  
S15-20625 C \* 35/12

Head Microfilm Machine Operator  
R15-22025 C \* 35/12

**TITLE TO BE MADE ARCHAIC**

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

Microfilm Machine Operator  
A05-22022 C \* 35/12

**TITLE INACTIVATION:**

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

Vault Clerk  
A05-20642 C \* 35/12

KC/JT/GB/TL

**ACTION:**

**B-42 STEFFON JOSEY-DAVIS – CSC DOCKET NO. 2015-3299**

Steffon Josey-Davis appeals the removal of his name from the Police Officer (S9999R), North Brunswick, eligible list due to his failure to respond to the Notice of Certification.

**ACTION:**

**B-43 BRUCE HURLBURT – CSC DOCKET NO. 2014-2496**

Bruce Hurlburt challenges the processing of his request for position classification review by the Department of Law and Public Safety. Additionally, the appellant appeals the determination of the Division of Agency Services that his position is properly classified as an Investigator 3, Law and Public Safety. The appellant seeks an Investigator 2, Law and Public Safety job classification.

**ACTION:**

**B-44 DAVID LERNER AND FERDINAND PICARIELLO  
CSC DOCKET NO. 2015-1769**

David Lerner and Ferdinand Picariello, represented by Steven I. Adler, Esq., appeal the termination of their employment.

**ACTION:**